

October SouthWest Transit Commission Packet

SouthWest Transit Commission Meeting

October 29, 2020

Work Session - 6:00 pm

Commission Meeting – 6:30 pm

East Creek Station

**2120 Chestnut Street North
Chaska, MN 55318**



SOUTHWEST TRANSIT COMMISSION AGENDA

Thursday, October 29, 2020

Work Session – 6:00pm

Commission Meeting – Approx. 6:30 pm (upon completion of work session)

2nd Floor East Creek Station

Via Video or Phone

Using a Computer (allows viewing of presentation and guests)

1. Go to <https://zoom.us/j/97934135286?pwd=R2c5UDkwVmFndWR2WF14NGhwTnBzd09>
2. Meeting Number: 979 3413 5286
3. You can join the meeting 15 mins prior to work session start time.

Using a Phone (audio only)

1. Call +1 312 626 6799
2. Meeting Number: 979 3413 5286
3. You can join the meeting 15 mins prior to start time.

NOTICE: Governor Walz has declared a peacetime emergency ([Emergency Executive Order 20-01](#)) in response to COVID-19 and the SouthWest Transit Chair has determined it is not practical or prudent to conduct an in-person Commission meeting for reasons stated in the Governor's Emergency Executive Order. Accordingly, Commission members will participate in this meeting via telephone and the Commission meeting will be conducted under Minnesota Statutes section 13D.021 at the location, date, and time stated above. Members of the public may attend the meeting in person or view [online](#). Once you have dialed into the conference, please identify yourself and mute yourself until you would like to comment.

COMMISSION MEMBERS

Brad Aho – City of Eden Prairie
Jerry McDonald – City of Chanhassen
Bob Roepke – City of Chaska
Bethany Tjornhom – City of Chanhassen
Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie
Jody Bonnevier - At-Large Commissioner
Courtney Johnson – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy - Attorney

EXECUTIVE STAFF

Len Simich - Chief Executive Officer
Dave Jacobson - Chief Operating Officer
Matt Fyten - Operations and Planning Director
Al Halaas, Director/GM - First Transit
Gary Groen – Acting Administrative Service Director
Tony Kuykendall – Maintenance Director
Souriyong Souriya – Finance Director
Mike Dartt – Facilities Manager, Buildings & Structure
Adam Hegeholz – HR Manager
Jason Kirsch – IT Manager
John Haggenmiller – Public Outreach Manager
Kory Simich – Grounds and Construction Manager

AGENDA
Work Session – 6:00pm

Commission Meeting – Approx. 6:30pm (Upon completion of work session)

- I. PUBLIC COMMENT
- II. APPROVAL OF AGENDA
- III. PAYMENT OF CLAIMS (Rollcall Vote)
- IV. CONSENT
 - A. Approval of Minutes of 9-24-20
 - B. Approval of Financial Statements
 - C. SWT Information Security Program
 - D. Ridership Report
 - E. Construction Budget “Changes”
- V. NEW BUSINESS
 - A. IT Managed Service Provider Contract – Jason Kirsch
 - B. Fuel Consortium – Dave Jacobson
 - C. Driver Protection Barriers – Tony Kuykendall
 - D. Air Purification System for Buildings and Vehicles – Tony Kuykendall, Mike Dartt
 - E. Estimated 2020 and draft 2021 Budgets – Souriyong Souriya, Gary Groen, Len Simich
 - F. Public Transportation Agency Safety Plan & Employee Safety Reporting Program – Matt Fyten, Adam Hegeholz
- VI. Updates
- VII. ADJOURNMENT

Payment of Claims

SouthWest Transit

9/17/2020 Thru 10/21/2020

Meeting Date: 10/29/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6218	TONY JACOBSON - SOCIAL INDOOR	SWT Ad	9/16/20	\$ 1,300.00
6219	A TO Z RENTAL CENTER	Building Supplies	9/22/20	\$ 87.50
6220	ABC BUS COMPANIES	Vehicle Parts	9/22/20	\$ 874.79
6221	ALLSTATE PETERBILT	Vehicle Parts	9/22/20	\$ 461.59
6222	CENTURYLINK	Telephone Payment	9/22/20	\$ 461.53
6223	CINTAS CORPORATION #470	Uniforms Service	9/22/20	\$ 705.47
6224	COMCAST BUSINESS	Cable Payment	9/22/20	\$ 328.47
6225	DIESEL COMPONENTS INC.	Vehicle Parts	9/22/20	\$ 426.38
6226	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	9/22/20	\$ 941.21
6227	GUARDIAN MECHANICAL SERVICE INC.	Facility Supplies	9/22/20	\$ 290.00
6228	HARRY FALK CO.	Facility Supplies	9/22/20	\$ 5,762.26
6229	LANO EQUIPMENT, INC.	Vehicle Parts	9/22/20	\$ 98.29
6230	MEDIACOM	Internet Payment	9/22/20	\$ 233.99
6231	MENARDS	Building Supplies	9/22/20	\$ 7,397.67
6232	METRO SALES INC.	Printing Maintenance	9/22/20	\$ 966.55
6233	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Parts	9/22/20	\$ 244.93
6234	STEVEN MICHAEL	Expense Reimb - TPC Training	9/22/20	\$ 1,195.00
6235	MINUTEMAN PRESS	Printing Service	9/22/20	\$ 119.00
6236	NCPERS MINNESOTA	Life Insurance	9/22/20	\$ 128.00
6237	OFFICE DEPOT	Office Supplies	9/22/20	\$ 325.94
6238	O'REILLY AUTOMOTIVE, INC.	Building Supplies	9/22/20	\$ 485.30
6239	POPP COMMUNICATIONS	Telephone Payment	9/22/20	\$ 2,310.97
6240	PPG ARCHITECTURAL FINISHES	Painting Supplies	9/22/20	\$ 547.29
6241	ROYAL TIRE INC.	Vehicle Parts	9/22/20	\$ 873.60
6242	SUMMIT COMPANIES	Equipment Payment	9/22/20	\$ 920.00
6243	SYNCB AMAZON	Facility Supplies	9/22/20	\$ 208.96
6244	TASC	FSA Benefit Services Fee	9/22/20	\$ 775.65
6245	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	9/22/20	\$ 1,231.30
6246	US BANK	Copier Lease	9/22/20	\$ 147.20
6247	WAYTEK INC.	Vehicle Parts	9/22/20	\$ 78.96
6248	CINTAS CORPORATION #470	Uniform Service	9/28/20	\$ 35.00
6249	XCEL ENERGY	Utilities Payment	9/28/20	\$ 289.85
6250	COSTCO WHOLESALE	building supplies	9/29/20	\$ 500.00
6251	SYNCB AMAZON	Vehicle & Building Supplies	9/29/20	\$ 2,511.93
6252	ABC BUS COMPANIES	Vehicle Parts	9/30/20	\$ 1,794.56
6253	ACE SECURITY TECHNOLOGIES	Security System Repair	9/30/20	\$ 835.00
6254	ACRYLIC DESIGN ASSOCIATES	Vehicle Pandemic Barriers	9/30/20	\$ 3,171.00
6255	ALLSTATE PETERBILT	Vehicle Parts	9/30/20	\$ 5,560.37
6256	AMERICAN PUBLIC TRANSPORTATION	APTA Membership Dues	9/30/20	\$ 2,000.00
6257	BAN-KOE SYSTEMS, INC.	Security Camera Installation	9/30/20	\$ 7,864.90
6258	BATTERIES PLUS	Facility Supplies	9/30/20	\$ 449.55
6259	LAWRENCE BRAUCHLE	Reimbursement - Uniform	9/30/20	\$ 50.00
6260	CARVER COUNTY	Internet Payment	9/30/20	\$ 4,320.00
6261	CENTERPOINT ENERGY	Heating Payment	9/30/20	\$ 487.73
6262	CENTURYLINK	Telephone Payment	9/30/20	\$ 239.20
6263	JON CHRISTENSON	Expense Reimb - Misc. Supplies	9/30/20	\$ 43.28
6264	CINTAS CORPORATION #470	Uniform Service	9/30/20	\$ 93.76
6265	CITY OF CHASKA UTILITY BILLING	Utilities Payment	9/30/20	\$ 1,833.58
6266	COMCAST BUSINESS	Cable Payment	9/30/20	\$ 327.96
6267	DACOTA PAPER CO.	Building Supplies	9/30/20	\$ 169.73

SouthWest Transit

9/17/2020 Thru 10/21/2020

Meeting Date: 10/29/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6268	DIESEL COMPONENTS INC.	Vehicle Parts	9/30/20	\$ 13.16
6269	EDEN PRAIRIE CHAMBER OF COMMER	Membership Dues	9/30/20	\$ 350.00
6270	ELECTRICAL PRODUCTION SERVICES	Garage Expansion	9/30/20	\$ 59,943.89
6271	FACTORY MOTOR PARTS COMPANY	Vehicle Parts	9/30/20	\$ 946.54
6272	FRANZ REPROGRAPHICS	Monthly Project Fee	9/30/20	\$ 100.00
6273	FRESH AIR FINISHERS	Garage Expansion	9/30/20	\$ 1,050.00
6274	GSSC CORPORATE OFFICE	EPG Construction	9/30/20	\$ 1,492.22
6275	HAY DOBBS P.A.	Garage Expansion	9/30/20	\$ 2,795.00
6276	IMPERIAL SUPPLIES LLC	Vehicle Parts	9/30/20	\$ 408.11
6277	ISPACE ENVIRONMENTS, INC.	Garage Expansion	9/30/20	\$ 393.30
6278	LOCAL GOVERNMENT INFORMATION SYSTEMS	Accounting Software monthly fees	9/30/20	\$ 1,255.00
6279	MANSFIELD OIL COMPANY	Diesel Fuel	9/30/20	\$ 5,242.34
6280	MEDIACOM	Internet Payment	9/30/20	\$ 169.47
6281	MENARDS	Vehicle Parts	9/30/20	\$ 652.36
6282	METROPOLITAN FORD OF EDEN PRAIRIE	Vehicle Supplies	9/30/20	\$ 43.35
6283	MICRO CENTER	IT Supplies	9/30/20	\$ 164.98
6284	MINNESOTA PUBLIC TRANSIT ASSOC	MPTA Conference	9/30/20	\$ 200.00
6285	OFFICE DEPOT	Office Supplies	9/30/20	\$ 305.66
6286	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	9/30/20	\$ 394.53
6287	OSI ENVIRONMENTAL, INC.	Vehicle Parts	9/30/20	\$ 100.00
6288	PPG ARCHITECTURAL FINISHES	Painting Supplies	9/30/20	\$ 55.57
6289	PRIORITY COURIER EXPERTS	Vehicle Parts	9/30/20	\$ 85.60
6290	PUMP AND METER SERVICES, INC	Vehicle Parts	9/30/20	\$ 7,030.00
6291	ROYAL TIRE INC.	Tires	9/30/20	\$ 753.48
6292	SAFELITE FULFILLMENT, INC.	Vehicle Parts	9/30/20	\$ 103.57
6293	SEON SYSTEMS SALES INC.	Vehicle Parts	9/30/20	\$ 529.00
6294	SNAP-ON TOOLS	Vehicle Supplies	9/30/20	\$ 549.00
6295	SOCIAL INDOOR	SWT Advertising	9/30/20	\$ 2,000.00
6296	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	9/30/20	\$ 773.63
6297	SSI MN TRANCHE 1 ACT 10322006	Subscription US Solar	9/30/20	\$ 5,107.97
6298	SUBURBAN CHEVROLET	Vehicle Parts	9/30/20	\$ 3,090.57
6299	SUMMIT COMPANIES	Facility Supplies	9/30/20	\$ 1,500.00
6300	SYNCB AMAZON	building supplies	9/30/20	\$ 195.67
6301	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	9/30/20	\$ 4,318.44
6302	TWIN CITIES TRANSPORT & RECOVE	Vehicle Parts	9/30/20	\$ 197.00
6303	ULINE ATTN: ACCOUNTS RECEIVABLE	Building Supplies	9/30/20	\$ 311.26
6304	US BANK	Copier Lease	9/30/20	\$ 699.00
6305	VERIZON WIRELESS	Wireless Phone	9/30/20	\$ 112.86
6306	BIFFS, INC.	Waste Removal	10/7/20	\$ 1,135.93
6307	CENTURYLINK	Telephone Payment	10/7/20	\$ 461.53
6308	CITY OF CHANHASSEN	Utilities Payment	10/7/20	\$ 1,598.68
6309	CITY OF EDEN PRAIRIE	Utilities Payment	10/7/20	\$ 785.69
6310	CUSTOM COMMUNICATIONS INC.	Alarm Monitoring	10/7/20	\$ 972.50
6311	GREGERSON, ROSOW, JOHNSON & NILAN, LTD	Professional Services - Legal Fee	10/7/20	\$ 13,581.07
6312	GARY A. GROEN	Professional Services - Finance Consultant	10/7/20	\$ 2,187.50
6313	JANEX, INC.	building supplies	10/7/20	\$ 2,352.74
6314	LOCAL GOVERNMENT INFORMATION SYSTEMS	Accounting Software monthly fees	10/7/20	\$ 1,374.00
6315	MENARDS	building supplies	10/7/20	\$ 2.76
6316	MINUTEMAN PRESS	Printing Service	10/7/20	\$ 150.00
6317	MVEC, MINNESOTA VALLEY ELECTRIC COOP	Utilities Payment	10/7/20	\$ 1,668.10

SouthWest Transit

9/17/2020 Thru 10/21/2020

Meeting Date: 10/29/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6318	NCPERS MINNESOTA	Life Insurance	10/7/20	\$ 64.00
6319	O'REILLY AUTOMOTIVE, INC.	Vehicle Parts	10/7/20	\$ 73.52
6320	PPG ARCHITECTURAL FINISHES	building supplies	10/7/20	\$ 187.50
6321	REPUBLIC SERVICES #894	Trash Removal	10/7/20	\$ 1,027.10
6322	JORDAN ROSKE	Reimbursement - Supplies	10/7/20	\$ 297.93
6323	LEN SIMICH	Reimbursement - Misc. Supplies	10/7/20	\$ 529.33
6324	SYNCB AMAZON	Vehicle Parts	10/7/20	\$ 612.22
6325	TECHSTAR IT SOLUTIONS	Managed IT Services	10/7/20	\$ 4,511.50
6326	THE AFTERMARKET PARTS COMPANY	Vehicle Parts	10/7/20	\$ 576.65
6327	T-MOBILE	Bus Wifi	10/7/20	\$ 4,241.15
6328	TWIN CITIES TRANSPORT & RECOVE	Towing Service	10/7/20	\$ 250.00
6329	US BANK	Equipment Lease	10/7/20	\$ 162.80
6330	VSIS INC	Prime Vehicle - Security Cameras	10/7/20	\$ 7,500.00
6331	WEX BANK	Gasoline	10/7/20	\$ 333.28
6332	A TO Z RENTAL CENTER	building supplies	10/14/20	\$ 52.00
6333	ABC BUS COMPANIES	Vehicle Parts	10/14/20	\$ 120.04
6334	CENTERPOINT ENERGY	Heating Payment	10/14/20	\$ 37.78
6335	CENTURYLINK	Telephone Payment	10/14/20	\$ 60.76
6336	COMCAST BUSINESS	Internet Service	10/14/20	\$ 1,237.57
6337	DEALER AUTOMOTIVE SERVICES	Vehicle Parts	10/14/20	\$ 155.52
6338	DIESEL COMPONENTS INC.	Vehicle Parts	10/14/20	\$ 378.56
6339	PETER M ENGSTROM	EPG Irrigation Installation	10/14/20	\$ 2,425.00
6340	FACTORY MOTOR PARTS COMPANY	Fleet Parts	10/14/20	\$ 538.33
6341	FIRST TRANSIT, INC.	September Operating Service	10/14/20	\$ 228,468.19
6342	BEN GREEN	Reimbursement - Safety Boots	10/14/20	\$ 100.00
6343	HOGLUND BUS COMPANY	Fleet Parts	10/14/20	\$ 54.40
6344	JANEX, INC.	Bus Washer Repair	10/14/20	\$ 5,762.26
6345	MENARDS	building supplies	10/14/20	\$ 407.99
6346	MICRO CENTER	IT Supplies	10/14/20	\$ 871.89
6347	MINNESOTA CHILD SUPPORT PAYMENT CENTER	Garnishment Check Reimbursement	10/14/20	\$ 464.22
6348	MINUTEMAN PRESS	Printing Service	10/14/20	\$ 346.05
6349	MYERS TIRE - CHICAGO #12	Fleet Parts	10/14/20	\$ 184.04
6350	O'REILLY AUTOMOTIVE, INC.	Shop Tools	10/14/20	\$ 128.97
6351	BRADLEY PETERS	Tuition Reimbursement	10/14/20	\$ 4,000.00
6352	PIRTEK PLYMOUTH	Fleet Parts	10/14/20	\$ 152.19
6353	SOCIAL INDOOR	SWT Ad	10/14/20	\$ 2,000.00
6354	SUBURBAN CHEVROLET	Fleet Parts	10/14/20	\$ 191.45
6355	SYNCB AMAZON	building supplies	10/14/20	\$ 1,591.78
6356	TWIN CITIES TRANSPORT & RECOVE	Vehicle Towing Service	10/14/20	\$ 450.00
6357	VERIZON WIRELESS	Wireless Phone	10/14/20	\$ 105.03
6358	XCEL ENERGY	Utilities Payment	10/14/20	\$ 106.11
6359	ACRYLIC DESIGN ASSOCIATES	Vehicle Pandemic Barriers	10/21/20	\$ 7,587.75
6360	ARCPOINT LABS OF EDEN PRAIRIE	Drug Testing	10/21/20	\$ 222.00
6361	CINTAS CORPORATION #470	Uniforms Service	10/21/20	\$ 91.80
6362	COMCAST BUSINESS	Internet Payment	10/21/20	\$ 328.51
6363	ROGER EVANS	Uniform Reimbursement	10/21/20	\$ 50.00
6364	GSSC CORPORATE OFFICE	Security System Repair	10/21/20	\$ 730.00
6365	LANO EQUIPMENT, INC.	building supplies	10/21/20	\$ 424.09
6366	MENARDS	building supplies	10/21/20	\$ 250.88
6367	MENTORMATE, INC.	Mobile App Update	10/21/20	\$ 18,032.00

SouthWest Transit

9/17/2020 Thru 10/21/2020

Meeting Date: 10/29/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
6368	MICRO CENTER	IT Supplies	10/21/20	\$ 200.96
6369	MINUTEMAN PRESS	New resident Mailing	10/21/20	\$ 170.81
6370	PADDY O' FURNITURE	Garage Expansion	10/21/20	\$ 1,548.00
6371	PRAIRIE LAWN & GARDEN	building supplies	10/21/20	\$ 114.05
6372	RSM US PRODUCT SALES LLC	IT Services	10/21/20	\$ 22.00
6373	SIGN SOURCE, INC.	garage expansion	10/21/20	\$ 1,222.50
6374	SOCIAL INDOOR	SWT Ad	10/21/20	\$ 6,964.29
6375	SPOK, INC.	Pager Service	10/21/20	\$ 132.88
6376	SSI MN TRANCHE 1 ACT 10322006	Subscription US Solar	10/21/20	\$ 3,298.55
6377	SSI MN TRANCHE 3 ACCT: 10327096	Subscription US Solar	10/21/20	\$ 521.88
6378	SUMMIT COMPANIES	garage expansion	10/21/20	\$ 227.50
6379	SWNEWSMEDIA	Advertising	10/21/20	\$ 3,032.97
6380	SYNCB AMAZON	Building Supplies	10/21/20	\$ 42.92
6381	THE SHERWIN-WILLIAMS CO	Building Supplies	10/21/20	\$ 1,152.12
6382	UNIFIRST CORPORATION	Uniform Service	10/21/20	\$ 143.40
6383	WALKER CONSULTANTS	Prof Fee - Garage Expansion	10/21/20	\$ 1,850.00
6384	XCEL ENERGY	Utilities Payment	10/21/20	\$ 1,469.79
		TOTAL		\$ 512,796.99
	ACH Withdraws			
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	9/24/20	\$ 7,312.15
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	10/5/20	\$ 14,142.18
	MANSFIELD OIL COMPANY, INC.	Bus Fuel	10/14/20	\$ 4,931.51
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	9/18/20	\$ 230.00
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	9/25/20	\$ 290.00
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	10/2/20	\$ 205.50
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	10/9/20	\$ 370.00
	MET COUNCIL RETAILSALE CPOS SW	Go To Card Reimbursement	10/16/20	\$ 540.00
	FLAGSHIP BANK	Monthly Banking Fees	9/30/20	\$ 90.00
	PAYPAL TRANSFER TSHEETS	Payroll Time cards fees	10/13/20	\$ 224.00
	CARDMEMBER SERV WEB PYMT	Credit Card Payment Meetings & Misc.	9/24/20	\$ 3,433.01
	LISA RADUENZ	Professional Service - Marketing Promotion	10/9/20	\$ 2,500.00
		TOTAL		\$ 34,268.35

SouthWest Transit

9/17/2020 Thru 10/21/2020

Meeting Date: 10/29/2020

Payment of Claims

Check Number	Vendor Name	Description	Check Date	Check Amount
Payroll				
	ADP, INC.	Payroll	9/14/20	\$ 72,614.22
	ADP, INC.	Payroll	10/1/20	\$ 75,491.04
	ADP, INC.	Payroll	10/15/20	\$ 73,310.70
		TOTAL		\$ 221,415.96
Monthly Reimbursement included in payroll totals				
	Jon Christenson	Cell Phone Allowance		\$ 50.00
	Mike Dartt	Cell Phone Allowance		\$ 50.00
	Matt Fyten	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Cell Phone Allowance		\$ 50.00
	Dave Jacobson	Car Allowance		\$ 175.00
	Jason Kirsch	Cell Phone Allowance		\$ 50.00
	Tony Kuykendall	Cell Phone Allowance		\$ 50.00
	John Haggemiller	Cell Phone Allowance		\$ 50.00
	Ben Schuler	Cell Phone Allowance		\$ 50.00
	Kory Simich	Cell Phone Allowance		\$ 50.00
	Kyle Jackels	Cell Phone Allowance		\$ 50.00
	Len Simich	Cell Phone Allowance		\$ 85.00
	Len Simich	Car Allowance		\$ 712.00
		TOTAL		\$ 1,472.00
		GRAND TOTAL		\$ 768,481.30

Consent

SOUTHWEST TRANSIT COMMISSION MINUTES

Thursday, September 24, 2020

Work Session – 5:30pm

Commission Meeting – 6:30 pm, 2nd Eden Prairie Garage Training Room & Via
Video or Phone

COMMISSION MEMBERS

Brad Aho – City of Eden Prairie
Jerry McDonald – City of Chanhassen
Bob Roepke – City of Chaska
Bethany Tjornhom – City of Chanhassen
Mike Huang – City of Chaska
PG Narayanan – City of Eden Prairie
Jody Bonnevier - At-Large Commissioner
Courtney Johnson – Ex Officio City of Carver

GENERAL COUNSEL

Joshua Dorothy, Attorney

EXECUTIVE STAFF

Len Simich, Chief Executive Officer
Dave Jacobson, Chief Operating Officer
Matt Fyten, Operations and Planning Director
Al Halaas, Director/GM - First Transit
Gary Groen – Acting Administrative Service Director
Tony Kuykendall – Vehicle Maintenance Manager
Souriyong Souriya – Finance Director
Mike Dartt – Facilities Manager, Buildings & Structure
Adam Hegeholz – HR Manager
Jason Kirsch – IT Manager
John Haggemiller – Public Outreach Manager

AGENDA

Commission Meeting

I. CALL TO ORDER

The meeting was called to order by Chair Brad Aho at 6:27 pm.

II. PUBLIC COMMENT

None

III. APPROVAL OF AGENDA

Motion: Huang motioned, seconded by McDonald to approve the agenda. The motion carried 6-0-0. **Roll Call Vote: Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

IV. PAYMENT OF CLAIMS

Motion: McDonald motioned, seconded by Tjornhom to approve the Payment of Claims. The motion carried 6-0-0. **Roll Call Vote: Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

V. CONSENT

- A. Approval of Minutes of 8-27-20
- B. Approval of Financial Statements
- C. Ridership
- D. Uniform Contract
- E. Director Financial Signing Authority
- F. Radiant Heaters

Motion: Huang motioned, seconded by Roepke to authorize its CEO to approve consent. **Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

VI. NEW BUSINESS

A. Attorney's Corner

Motion: No Action Requested.

B. Legislative Services Agreement

Motion: McDonald motioned, seconded by Huang to authorize its CEO to enter into an agreement with the legal firm Winthrop & Weinstine to provide counsel and advocacy during the 2021 Minnesota Legislative session at a cost not to exceed \$48,000. The motion carried 6-0-0. The motion carried 6-0-0. **Roll Call Vote: Roll Call Vote:** Aho, Yes; McDonald, Yes; Roepke, Yes; Tjornhom, Yes; Huang, Yes; Bonnevier, Yes.

VII. ADJOURNMENT

Huang motioned, seconded by McDonald to adjourn the meeting. The motion passed 6-0-0. The meeting adjourned at 7:59 pm.

October 5, 2020 SouthWest Transit Commission Minutes Prepared By: Adam Hegeholz

Approved by: _____

Date: _____

**South West Transit Commission Investments
September 2020**

Broker	Purchase Date	Type	Description	Maturity Date	Type	Purchase Cost	Maturity Amount	Rate	Days to Maturity	Current Market Value	Accrued Interest	Months Term
			9/30/2020									
Tradition Bank	4/16/2019	CD	Tradition Bank CD 13813422	10/16/2020	CD	650,000.00	650,000.00	2.800%	16	672,858.16	4,698	12
Americana	1/8/2018	CD	Americana 10001619	1/8/2021	CD	500,000.00	500,000.00	2.000%	100	534,359.22	8,374	36
Americana	1/8/2018	CD	Americana 10001620	1/8/2021	CD	250,000.00	250,000.00	1.000%	100	267,974.04	4,199	36
Flagship Bank	1/31/2020	CD	Flagship CD 100243	1/24/2021	CD	300,000.00	300,000.00	2.000%	116	300,000.00		12
Tradition Bank	2/5/2020	CD	Tradition Bank CD 13812681	2/5/2021	CD	1,500,000.00	1,500,000.00	1.990%	128	1,562,537.26	6,474	12
Flagship Bank	3/2/2019	CD	Flagship CD 100306	2/28/2021	CD	250,000.00	250,000.00	2.700%	151	250,000.00		24
Flagship Bank	3/11/2020	CD	Flagship CD 100255	3/6/2021	CD	250,000.00	250,000.00	1.450%	157	250,000.00		12
Flagship Bank	3/11/2019	CD	Flagship CD 100309	3/11/2021	CD	500,000.00	500,000.00	2.700%	162	500,000.00		24
Flagship Bank	12/14/2018	CD	Flagship CD 100294	3/14/2021	CD	250,000.00	250,000.00	1.450%	165	250,000.00		12
Alerus Bank	4/7/2019	CD	Alerus CD 53544	4/7/2021	CD	250,000.00	250,000.00	2.400%	189	269,302.74		24
Flagship Bank	4/23/2018	CD	Flagship CD 100241	4/21/2021	CD	300,000.00	300,000.00	2.250%	203	300,000.00		36
Flagship Bank	5/30/2018	CD	Flagship CD 100247	5/25/2021	CD	250,000.00	250,000.00	2.250%	237	250,000.00		36
BankVista	6/6/2018	CD	BankVista CD 3301049	10/6/2021	CD	250,000.00	250,000.00	2.750%	371	256,897.98	2,632	40
			Total			5,500,000.00	5,500,000.00			5,663,929.40	26,378.18	
			<i>Flagship Bank - Nonprofit Checking</i>							<i>2,005,721.82</i>		
			<i>Flagship Bank - Money Market Acct</i>							<i>3,295,103.82</i>		
			<i>BankVista - Money Market ICS Acct</i>							<i>6,413,358.07</i>		
			Subtotal							\$ 11,714,183.71		
			Grand Total							\$ 17,378,113.11		
			Summary by Type (based upon current market value)									
	CD		5,663,929.40				<i>Amount</i>					
	US Govt Agency		-				<i>Americana</i>	802,333.26				
	Money Market/ICS		11,714,183.71				<i>Alerus</i>	269,302.74				
			17,378,113.11				<i>Bank Vista</i>	256,897.98				
							<i>Flagship</i>	2,100,000.00				
							<i>Tradition</i>	2,235,395.42				
			<i>Amount</i>					5,663,929.40				
	Maturity Dates											
	Oct-20	\$	672,858.16									
	Nov-20		-									
	Dec-20	\$	-									
	later	\$	4,991,071.24									
		\$	5,663,929.40									

SouthWest Transit

Pledged Securities Accounts - September 2020

Security Description	Safekeeping Agent	Maturity Date	Pledged Date	Book Value	Pledged Value
Flagship Bank Minnesota					
Treasury	United Bankers Bank	10/8/2020	7/15/2020	\$ 4,999,343.11	\$ 1,400,000.00
FHLMC - FED Home Loan Mortgages	United Bankers Bank	11/1/2021	8/12/2015	\$ 332,544.36	\$ 330,028.43
FNMA - FED NATL MTG ASSN	United Bankers Bank	8/1/2021	10/23/2012	\$ 319,217.70	\$ 317,020.11
MBS-FNMA/FHLMC	United Bankers Bank	9/1/2027	5/26/2020	\$ 237,845.97	\$ 237,845.97
Wells Natl West	United Bankers Bank	1/17/2023	4/2/2020	\$ 249,000.00	\$ 249,000.00
Wells Fargo NA	United Bankers Bank	10/17/2022	1/9/2020	\$ 249,000.00	\$ 249,000.00
Enerbank USA	United Bankers Bank	9/13/2024	9/25/2019	\$ 247,575.66	\$ 249,000.00
HSBC BK	United Bankers Bank	11/4/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Morgan Stanley	United Bankers Bank	11/14/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
3RD FED SVGS	United Bankers Bank	11/25/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Comenity Capital Bank CD	United Bankers Bank	4/26/2021	5/16/2016	\$ 249,000.00	\$ 249,000.00
Bank of India	United Bankers Bank	11/27/2024	1/9/2020	\$ 247,000.00	\$ 247,000.00
Comenity 2	United Bankers Bank	10/5/2020	7/27/2017	\$ 249,000.00	\$ 249,000.00
Natl COOP	United Bankers Bank	10/30/2020	7/24/2017	\$ 247,000.00	\$ 247,000.00
US Treasury Notes	United Bankers Bank	4/30/2021	10/6/2016	\$ 501,642.74	\$ 500,000.00
US Treasury Notes	United Bankers Bank	7/31/2022	10/6/2016	\$ 749,717.29	\$ 750,000.00
FHLB	United Bankers Bank	6/11/2021	5/25/2018	\$ 500,956.72	\$ 500,000.00
FHLB	United Bankers Bank	1/13/2021	6/29/2020	\$ 2,000,000.00	\$ 1,150,000.00
FFCB-FED Credit Bank	United Bankers Bank	9/1/2021	10/6/2016	\$ 501,148.08	\$ 500,000.00
FFCB	United Bankers Bank	10/29/2021	4/2/2020	\$ 499,338.80	\$ 200,000.00
Tax Muni Onamia	United Bankers Bank	2/1/2021	1/10/2020	\$ 235,604.05	\$ 235,000.00
GNMA	United Bankers Bank	1/1/2021	4/2/2020	\$ 179,730.65	\$ 179,562.66
GNMA	United Bankers Bank	8/20/2040	7/20/2018	\$ 158,496.16	\$ 158,496.16
				\$ 13,694,161.29	\$ 8,937,953.33
BankVista					
FDIC	FDIC - State	10/6/2021	6/6/2018	\$ 250,000	\$ 250,000
FDIC	ICS Account	10/6/2021	6/6/2018	\$ 6,409,389	\$ 6,409,389
Tradition Capital Bank					
Fed Farm Credit Bank	BMO Harris Bank N.A	3/14/2022	2/4/2019	\$ 990,850	\$ 990,850
McGregor MN ISD	BMO Harris Bank N.A	2/1/2022	2/4/2019	\$ 208,515	\$ 208,515
Madison Lake MN	BMO Harris Bank N.A	2/1/2025	2/4/2019	\$ 265,864	\$ 265,864
Carver County	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 498,907	\$ 498,907
Fed Farm Credit Bank	BMO Harris Bank N.A	2/1/2026	2/4/2019	\$ 990,850	\$ 990,850
Alerus					
FRB Federal Reserve Custody	Bank of North Dakota	9/1/2023	6/22/2016	\$ 631,744	\$ 620,263
Americana Community Bank					
GNMA Pool # MA1119	United Bankers Bank	7/1/2042	8/25/2016	\$ 980,594	\$ 946,966
			Total	\$ 24,920,874	\$ 20,119,557
Summary Total Funds		9/30/2020			
Flagship Bank	\$ 7,400,826				
BankVista	\$ 6,670,256				
Tradition Capital Bank	\$ 2,235,395				
Alerus	\$ 269,303				
Americana Community Bank	\$ 802,333				
Total	\$ 17,378,113				
<i>Difference Extra</i>	\$ 2,741,443.52				



Commission Meeting date 10.29.2020

Balance Sheet for All Funds September 2020

Fund Name

Balance Sheet Category	General Fund	Capital		SWS Relocation Capital	Grant Projects	Debt Service	Total
		State of Good Repairs/Asset Management					
Assets							
Cash & Investments	\$ 5,513,779	\$ 4,627,502	\$ 1,606,959	-	-	\$ 5,434,322	\$ 17,182,562
Accounts Receivable	1,285,529	3,332,787	-	-	-	116,412	4,734,728
Other Assets	288,738	-	-	-	-	-	288,738
Total Assets	7,088,046	7,960,289	1,606,959	-	-	5,550,734	22,206,028
Liabilities							
Accounts Payable	63,655	-	9,499	-	-	-	73,154
Other Liabilities	-	3,368,791	-	-	-	-	3,368,791
Total Liabilities	63,655	3,368,791	9,499	-	-	-	3,441,945
Fund Balances							
Beginning Fund Balance-January 2019	4,378,020	10,099,431	1,751,755	-	-	26,229	16,255,435
Net Change in Fund Balance	2,646,372	(5,507,933)	(154,295)	-	-	5,524,505	2,508,648
Total Fund Balances	7,024,392	4,591,498	1,597,460	-	-	5,550,734	18,764,083
Total Liabilities & Fund Balances	\$ 7,088,047	\$ 7,960,289	\$ 1,606,959	\$ -	\$ -	\$ 5,550,734	\$ 22,206,028



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD September 2020

Commission Meeting date 10.29.2020

Sept=75.0%

	Current			2020 YTD Actual	2020 YTD Balance	% YTD Budget
	Adopted Budget	Month Actual	2020 YTD Actual			
General Fund 100						
Revenues						
Passenger Fares	\$ 3,035,600	\$ 19,406	\$ 621,766	(2,413,834)	20.5%	
Contract Revenue	70,000	4,948	27,390	(42,610)	39.1%	
CMAQ TMA Grant Revenue	-	-	1,730	1,730	0.0%	
CARES ACTS Grant	-	-	1,669,712	1,669,712	0.0%	
MVST Revenue	7,606,000	752,710	5,623,450	(1,982,550)	73.9%	
RAMVST Revenue	1,406,000	140,528	1,039,598	(366,402)	73.9%	
Investment Income	10,000	-	11,267	1,267	112.7%	
Other Local Revenues	210,000	-	53,779	(156,221)	25.6%	
	12,337,600	917,591	9,048,692	(3,288,908)	73.3%	
Other Sources						
Insurance Recoveries	-	21,819	60,166	60,166	-	
Total Revenue	\$ 12,337,600	\$ 939,410	\$ 9,108,858	\$ (3,228,742)	73.8%	
Expenditures						
Administration	\$ 1,470,800	\$ 70,693	\$ 855,838	614,962	58.2%	
Operations	7,427,300	261,726	3,296,156	4,131,144	44.4%	
Vehicle Maintenance	2,189,000	102,576	1,095,046	1,093,954	50.0%	
Facility Maintenance	1,402,150	82,001	905,666	496,484	64.6%	
Total Expenditures	12,489,250	516,996	6,152,706	6,336,544	49.3%	
Capital Cost Of Operating	376,600	1,531	139,781	236,819	37.1%	
Total Expenditures & Capital Cost of Operating	12,865,850	518,527	6,292,486	6,573,364	48.9%	
Other Financing Sources						
Transfers In	(170,000)	-	(170,000)	-	100.0%	
Transfers (Out)	(170,000)	-	(170,000)	-	100.0%	
Net Change in Fund Balance	\$ (698,250)	\$ 420,883	\$ 2,646,372			
Fund Balance, January 1			\$ 4,378,020			
Fund Balance, End of Current Period			\$ 7,024,392			
Months of Operating Expenditures			7			
Fund Balance as a % of the Expenditure Budget			53.9%			



SouthWest Transit
 Revenue and Expenditures for All Funds
 Monthly Financial Report
 YTD September 2020

Commission Meeting date 10.29.2020

Sept=75.0%

	Adopted			Current		2020 YTD	2020 YTD	YTD Balance	% YTD Budget
	Budget	Month Actual	Actual	Actual	Actual				
All Other Funds									
Capital State of Good Repairs/Asset Management Fund									
Revenue	\$ 343,020	\$ 27,335	\$ 348,884	\$ 5,864					101.7%
Expenditures	5,000	-	-	5,000					0.0%
Transfer In (Out)	(2,073,182)	-	(5,856,817)	3,783,635					0.0%
Net Change in Fund Balance	\$ 2,411,202	\$ 27,335	\$ (5,507,933)						
SWS Relocation Capital Projects Fund 338									
Revenue	\$ -	\$ -	\$ 4,266,933	\$ 4,266,933					0.0%
Expenditures	2,210,000	95,337	4,515,916	(2,305,916)					204.3%
Transfer In (Out)	2,210,000	-	-	2,210,000					-
Net Change in Fund Balance	\$ -	\$ (95,337)	\$ (248,983)						
Grant Projects Fund 336 & 337 - NTD Grant Funds									
Revenue	\$ -	\$ -	\$ 445,455	\$ 445,455					0.0%
Expenditures	-	-	445,455	(445,455)					0.0%
Net Change in Fund Balance	\$ -	\$ -	\$ -						
Debt Service Fund 407-408									
Revenue	\$ 231,335	\$ -	\$ 1,461,444	\$ 1,230,109					631.7%
Expenditures	264,517	-	1,963,757	(1,699,240)					742.4%
Transfer In (Out)	33,182	-	6,026,817	(5,993,635)					18162.9%
Net Change in Fund Balance	\$ -	\$ -	\$ 5,524,504						



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit (SWT) Commission

FROM: Adam Hegeholz, HR Manager
Jason Kirsch, IT Manager

DATE: October 19, 2020

SUBJECT: SWT Information Security Program

REQUESTED ACTION:

That the SouthWest Transit Commission adopts the recommended SouthWest Transit Information Security Program.

BUDGET IMPACT:

There are no budget impacts.

BACKGROUND:

In 2019 SouthWest Transit partnered with BerganKDV to provide a Network Security Assessment to test our systems for vulnerabilities on our hardware, software, and social platforms. SouthWest Transit's systems held up well and there were limited changes that needed to be made to better secure our systems.

The assessment did reveal one area of improvement could be a documented Information Security Program. This program would implement policies and procedures to set expectations for employees, as well as how to recover from a cyber-attack.

Attached to the commission packet is the full SWT Information Security Program.

RECOMMENDATION:

That the SouthWest Transit Commission adopts the recommended SouthWest Transit Information Security Program.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Matt Fyten, Operations and Planning Director
Souriyong Souriya, Finance Director

DATE: October 29, 2020

SUBJECT: 2020 Ridership

REQUESTED ACTION

None required. For information purposes only.

BUDGET IMPACT

Outlined in Background of this memorandum.

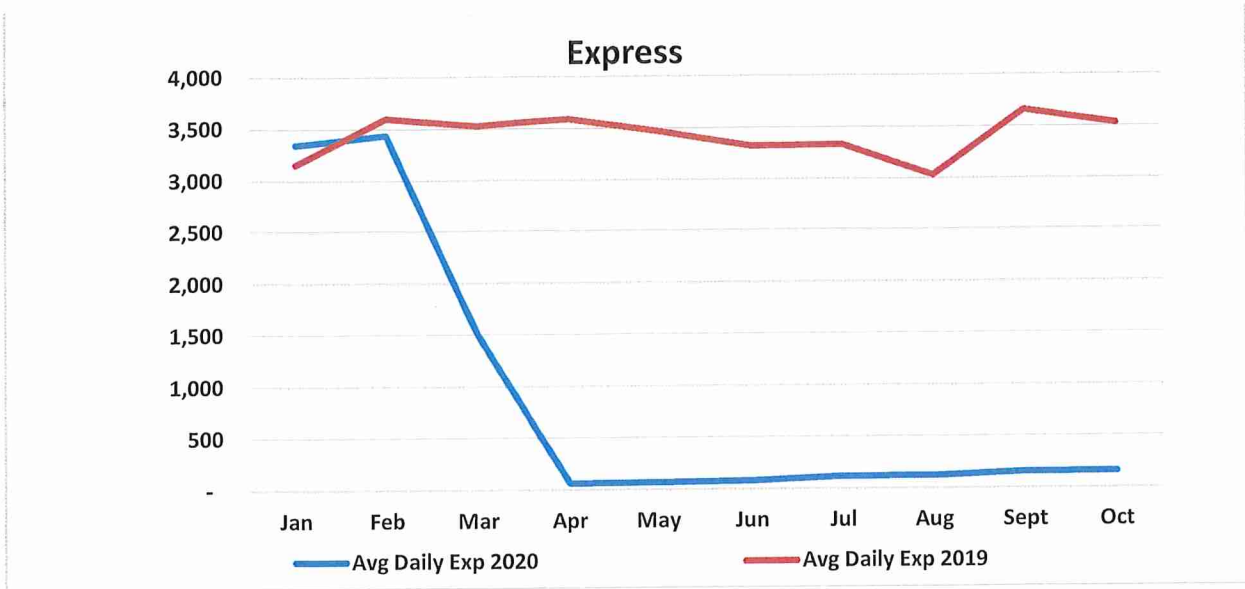
BACKGROUND

Third quarter 2020 ridership was 229,654. The total difference represents a drop of 73.2% ridership from third quarter of 2019. Additionally, Prime service dropped 55.2 percent over 2019 for the second quarter.

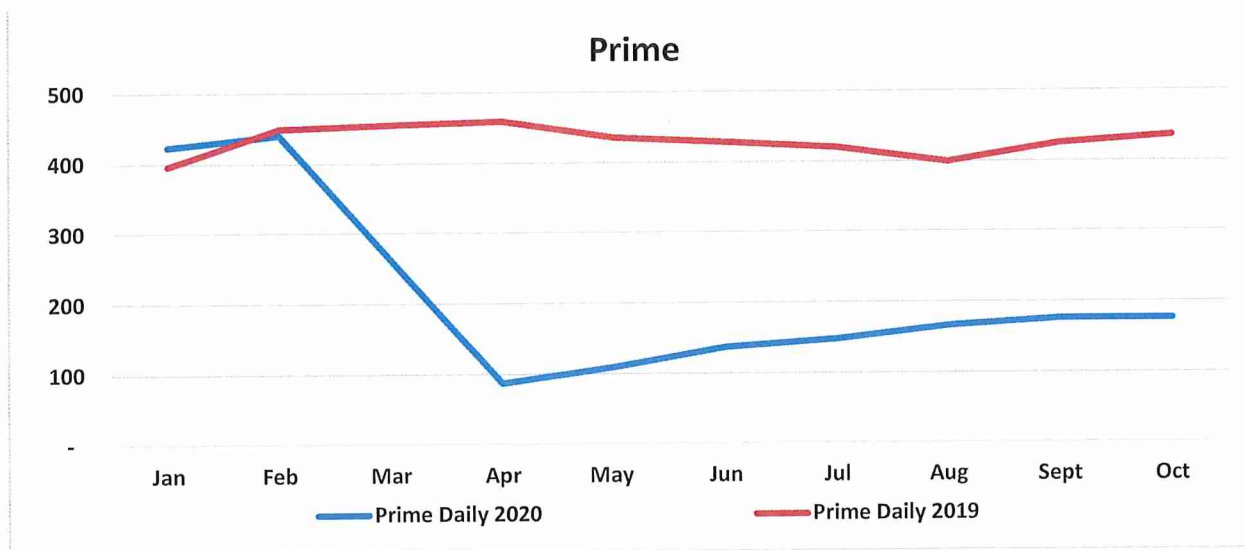
During third quarter 2020 overall ridership experienced slight gains, but is still significantly down due to the COVID-19 outbreak. Since April fixed route ridership has seen a slight increase in ridership and Prime ridership has seen a steady increase in ridership, but ridership remains extraordinarily down for both services due to the ongoing COVID-19 pandemic.

Service 2020	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	188,422	\$ 27.41	10,462	35%	\$ 5,682,977	89%	\$ 519,214
SW Prime	41,232	\$ 14.46	19,336	65%	\$ 695,109	11%	\$ 99,509
Totals	229,654	\$ 25.08	29,798	100%	\$ 6,378,086	100%	\$ 618,723
% Changes	-73.2%						

Service 2019	Ridership	Subsidy	Revenue Hours	% of total Revenue Hours	Operation Cost	% of total Operation Cost	Fares Revenue
Express	774,181	\$ 6.79	27,462	52%	\$ 7,430,585	89%	\$ 2,129,060
SW Prime	82,004	\$ 8.77	25,285	48%	\$ 908,378	11%	\$ 189,235
Totals	856,185	\$ 8.27	52,747	100%	\$ 8,338,963	100%	\$ 2,318,295



Express	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Avg Daily Exp 2020	3,341	3,434	1,501	67	71	83	120	124	156	161
Avg Daily Exp 2019	3,152	3,597	3,526	3,590	3,464	3,318	3,326	3,030	3,655	3,524



Prime	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct
Prime Daily 2020	423	440	263	87	109	137	148	166	176	176
Prime Daily 2019	396	449	455	459	436	428	420	399	425	436

RECOMMENDATION

None required. For information purposes only.

SouthWest Transit

January thru September 2020 Ridership Report Data-Revenue Summary Overall

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Fixed Route	January	\$ 569,885	\$ 202,128	\$ 367,756	73,509	2,888	72,508	\$ 5.00	35.47%	25.45	1.01
	February	\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593	65,518	\$ 9.46	22.71%	26.48	1.05
	March	\$ 747,417	\$ 92,076	\$ 655,341	33,014	2,119	53,585	\$ 19.85	12.32%	15.58	0.62
	April	\$ 761,112	\$ 4,129	\$ 756,983	1,475	466	11,883	\$ 513.21	0.54%	3.17	0.12
	May	\$ 739,267	\$ 4,289	\$ 734,978	1,412	397	10,127	\$ 520.52	0.58%	3.56	0.14
	June	\$ 515,488	\$ 4,979	\$ 510,509	1,823	419	10,660	\$ 280.04	0.97%	4.35	0.17
	July	\$ 544,675	\$ 6,892	\$ 537,783	2,649	461	11,726	\$ 203.01	1.27%	5.74	0.23
	Aug	\$ 441,978	\$ 6,529	\$ 435,449	2,596	440	11,193	\$ 167.74	1.48%	5.90	0.23
	Sept	\$ 522,914	\$ 7,379	\$ 515,535	3,271	678	18,365	\$ 157.61	1.41%	4.82	0.18
Total Fixed Route		\$ 5,682,977	\$ 519,214	\$ 5,163,763	188,422	10,461.92	265,565	\$ 27.41	9.14%	18.01	0.71
Total Fixed Route		\$ 5,682,977	\$ 519,214	\$ 5,163,763	188,422	10,461.92	265,565	\$ 27.41	9.14%	18.01	0.71
SW Prime Weekday	Jan	\$ 122,044	\$ 24,059	\$ 97,985	9,022	3,472.76	63,165	\$ 10.86	19.71%	2.60	0.14
	Feb	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17
	Mar	\$ 100,921	\$ 14,629	\$ 86,291	5,365	2,954.40	39,335	\$ 16.08	14.50%	1.82	0.14
	Apr	\$ 56,104	\$ 2,334	\$ 53,771	1,917	1,660.75	20,504	\$ 28.05	4.16%	1.15	0.09
	May	\$ 50,749	\$ 3,514	\$ 47,235	2,188	1,479.50	22,352	\$ 21.59	6.92%	1.48	0.10
	Jun	\$ 62,889	\$ 6,526	\$ 56,362	3,011	1,842.50	28,397	\$ 18.72	10.38%	1.63	0.11
	Jul	\$ 61,576	\$ 6,685	\$ 54,891	3,250	1,508.34	28,679	\$ 16.89	10.86%	2.15	0.11
	Aug	\$ 59,554	\$ 7,025	\$ 52,529	3,490	1,479.66	28,842	\$ 15.05	11.80%	2.36	0.12
	Sep	\$ 62,137	\$ 11,358	\$ 50,779	3,690	1,589.62	29,962	\$ 13.76	18.28%	2.32	0.12
Total SW Prime Weekday		\$ 680,002	\$ 97,026	\$ 582,975	40,317	18,957.53	310,037	\$ 14.46	14.27%	2.13	0.13
SW Prime Saturday	Jan	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
	Feb	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
	Mar	\$ 4,284	\$ 582	\$ 3,702	205	108.00	1,911	\$ 18.06	13.58%	1.90	0.11
Total SW Prime Saturday		\$ 15,107	\$ 2,483	\$ 12,624	915	378.00	7,847	\$ 13.80	16.44%	2.42	0.12
Total SW Prime		\$ 695,109	\$ 99,509	\$ 595,600	41,232	19,336	317,884	\$ 14.45	14.32%	2.13	0.13
2020 Fixed Route		\$ 5,682,977	\$ 519,214	\$ 5,163,763	188,422	10,461.92	265,565	\$ 27.41	9.14%	18.01	0.71
2020 SW Prime Weekday		\$ 680,002	\$ 97,026	\$ 582,975	40,317	18,957.53	310,037	\$ 14.46	14.27%	2.13	0.13
2020 SW Prime Saturday		\$ 15,107	\$ 2,483	\$ 12,624	915	378.00	7,847	\$ 13.80	16.44%	2.42	0.12
Overall Total 2020		6,378,086	618,723	5,759,363	229,654	29,797	583,449	\$ 25.08	9.70%	7.71	0.39
2019 Fixed Route		\$ 9,799,181	\$ 2,673,441	\$ 7,125,741	976,539	34,169.74	895,102	\$ 7.30	27.3%	28.58	1.09
2019 Flex Route		\$ 402,602	\$ 43,437	\$ 359,164	20,859	1,772.64	29,484	\$ 17.22	10.8%	11.77	0.71
2019 SW Prime		\$ 1,232,422	\$ 259,623	\$ 972,799	108,801	34,273.00	579,573	\$ 8.94	21.1%	3.17	0.19
Overall Total 2019		\$ 11,434,205	\$ 2,976,501	\$ 8,457,704	1,106,199	70,215	1,504,160	\$ 7.65	26.0%	15.75	0.74

SouthWest Transit

January thru September 2020 SW Prime Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile	
SW Prime Weekday	January	\$ 122,044	\$ 24,059	\$ 97,985	9,022	3,472.76	63,165	\$ 10.86	19.71%	2.60	0.14	
	February	\$ 104,028	\$ 20,896	\$ 83,132	8,384	2,970.00	48,801	\$ 9.92	20.09%	2.82	0.17	
	March	\$ 100,921	\$ 14,629	\$ 86,291	5,365	2,954.40	39,335	\$ 16.08	14.50%	1.82	0.14	
	April	\$ 56,104	\$ 2,334	\$ 53,771	1,917	1,660.75	20,504	\$ 28.05	4.16%	1.15	0.09	
	May	\$ 50,749	\$ 3,514	\$ 47,235	2,188	1,479.50	22,352	\$ 21.59	6.92%	1.48	0.10	
	June	\$ 62,889	\$ 6,526	\$ 56,362	3,011	1,842.50	28,397	\$ 18.72	10.38%	1.63	0.11	
	July	\$ 61,576	\$ 6,685	\$ 54,891	3,250	1,508.34	28,679	\$ 16.89	10.86%	2.15	0.11	
	August	\$ 59,554	\$ 7,025	\$ 52,529	3,490	1,479.66	28,842	\$ 15.05	11.80%	2.36	0.12	
	September	\$ 62,137	\$ 11,358	\$ 50,779	3,690	1,589.62	29,962	\$ 13.76	18.28%	2.32	0.12	
	Total		\$ 680,002	\$ 97,026	\$ 582,975	40,317	18,957.53	310,037	\$ 14.46	14.27%	2.13	0.13
	SW Prime Weekend(Sat)	January	\$ 4,270	\$ 727	\$ 3,542	289	120.00	2,237	\$ 12.26	17.03%	2.41	0.13
		February	\$ 6,554	\$ 1,174	\$ 5,380	421	150.00	3,699	\$ 12.78	17.92%	2.81	0.11
March		\$ 4,284	\$ 582	\$ 3,702	205	108.00	1,911	\$ 18.06	13.58%	1.90	0.11	
Total		\$ 15,107	\$ 2,483	\$ 12,624	915	378.00	7,847	\$ 13.80	16.44%	2.42	0.12	
Grand Total		\$ 695,109	\$ 99,509	\$ 595,600	41,232	19,336	317,884	\$ 14.45	14.32%	2.13	0.13	

SouthWest Transit

January thru September 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
63											
Express											
690	January	\$ 177,093	\$ 81,928	\$ 95,165	29,176	935.90	21,569	\$ 3.26	46.26%	31.17	1.35
690	February	\$ 263,604	\$ 74,948	\$ 188,656	26,450	851.00	19,608	\$ 7.13	28.43%	31.08	1.35
690	March	\$ 234,328	\$ 36,670	\$ 197,657	13,109	693.22	16,072	\$ 15.08	15.65%	18.91	0.82
690	April	\$ 154,179	\$ 1,191	\$ 152,988	405	83.89	2,673	\$ 377.75	0.77%	4.83	0.15
690	May	\$ 136,571	\$ 1,170	\$ 135,401	358	64.56	2,095	\$ 378.21	0.86%	5.55	0.17
690	June	\$ 95,130	\$ 1,199	\$ 93,931	413	68.00	2,205	\$ 227.44	1.26%	6.07	0.19
690	July	\$ 100,553	\$ 1,722	\$ 98,831	624	74.86	2,426	\$ 158.38	1.71%	8.34	0.26
690	August	\$ 81,583	\$ 1,591	\$ 79,992	626	71.44	2,315	\$ 127.78	1.95%	8.76	0.27
690	September	\$ 209,571	\$ 2,279	\$ 207,292	920	260.06	7,676	\$ 225.32	1.09%	3.54	0.12
Total Route 690		\$ 1,452,611	\$ 202,698	\$ 1,249,914	72,081	3,102.93	76,640	\$ 17.34	13.95%	23.23	0.94
695	January	\$ 80,486	\$ 18,614	\$ 61,871	6,394	363.84	11,347	\$ 9.68	23.13%	17.57	0.56
695	February	\$ 119,738	\$ 20,859	\$ 98,879	7,248	330.80	10,315	\$ 13.64	17.42%	21.91	0.70
695	March	\$ 104,197	\$ 8,680	\$ 95,517	2,980	264.52	8,252	\$ 32.05	8.33%	11.27	0.36
Total Route 695		\$ 304,421	\$ 48,153	\$ 256,267	16,622	959.16	29,915	\$ 15.42	15.82%	17.33	0.56
697	January	\$ 68,656	\$ 29,875	\$ 38,780	10,321	312.34	9,629	\$ 3.76	43.51%	33.04	1.07
697	February	\$ 102,143	\$ 26,335	\$ 75,809	9,008	284.00	8,754	\$ 8.42	25.78%	31.72	1.03
697	March	\$ 88,889	\$ 13,343	\$ 75,546	4,561	227.11	7,003	\$ 16.56	15.01%	20.08	0.65
Total Route 697		\$ 259,688	\$ 69,553	\$ 190,135	23,890	823.45	25,387	\$ 7.96	26.78%	29.01	0.94
698	January	\$ 148,691	\$ 36,783	\$ 111,908	14,207	785.48	18,118	\$ 7.88	24.74%	18.09	0.78
698	February	\$ 221,127	\$ 37,164	\$ 183,963	14,915	713.00	16,471	\$ 12.33	16.81%	20.92	0.91
698	March	\$ 201,705	\$ 17,497	\$ 184,209	6,843	596.54	13,839	\$ 26.92	8.67%	11.47	0.49
698	April	\$ 502,894	\$ 2,232	\$ 500,662	815	307.47	7,855	\$ 614.31	0.44%	2.65	0.10
698	May	\$ 500,428	\$ 2,427	\$ 498,001	821	268.50	6,862	\$ 606.58	0.48%	3.06	0.12
698	June	\$ 349,256	\$ 2,984	\$ 346,272	1,110	284.00	7,223	\$ 311.96	0.85%	3.91	0.15
698	July	\$ 368,952	\$ 4,143	\$ 364,809	1,628	312.30	7,945	\$ 224.08	1.12%	5.21	0.20
698	August	\$ 299,408	\$ 4,033	\$ 295,375	1,564	298.12	7,584	\$ 188.86	1.35%	5.25	0.21
698	September	\$ 267,702	\$ 4,221	\$ 263,481	1,911	347.34	9,395	\$ 137.88	1.58%	5.50	0.20
Total Route 698		\$ 2,860,164	\$ 111,484	\$ 2,748,680	43,814	3,912.75	95,292	\$ 62.74	3.90%	11.20	0.46
699	January	\$ 67,418	\$ 29,992	\$ 37,426	10,436	323.56	9,033	\$ 3.59	44.49%	32.25	1.16
699	February	\$ 100,415	\$ 27,582	\$ 72,833	9,543	294.80	8,212	\$ 7.63	27.47%	32.37	1.16
699	March	\$ 87,339	\$ 13,775	\$ 73,563	4,700	235.48	6,569	\$ 15.65	15.77%	19.96	0.72
Total Route 699		\$ 255,172	\$ 71,349	\$ 183,823	24,679	853.84	23,814	\$ 7.45	27.96%	28.90	1.04

SouthWest Transit

January thru September 2020 Fixed Route Ridership Report Data-Revenue

Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
63											
600	January	\$ 13,818	\$ 2,416	\$ 11,402	1,020	86.10	1,355	\$ 11.18	17.49%	11.85	0.75
600	February	\$ 20,631	\$ 2,023	\$ 18,608	859	78.60	1,232	\$ 21.66	9.81%	10.93	0.70
600	March	\$ 19,993	\$ 1,394	\$ 18,599	574	69.54	1,108	\$ 32.40	6.97%	8.25	0.52
600	April	\$ 104,039	\$ 706	\$ 103,332	255	74.19	1,355	\$ 405.22	0.68%	3.44	0.19
600	May	\$ 102,268	\$ 692	\$ 101,576	233	63.98	1,170	\$ 435.95	0.68%	3.64	0.20
600	June	\$ 71,102	\$ 796	\$ 70,306	300	67.20	1,232	\$ 234.35	1.12%	4.46	0.24
600	July	\$ 75,171	\$ 1,027	\$ 74,144	397	74.00	1,355	\$ 186.76	1.37%	5.36	0.29
600	August	\$ 60,987	\$ 906	\$ 60,082	406	70.62	1,293	\$ 147.98	1.48%	5.75	0.31
600	September	\$ 45,641	\$ 879	\$ 44,762	440	70.62	1,293	\$ 101.73	1.93%	6.23	0.34
Total Route 600		\$ 513,650	\$ 10,839	\$ 502,811	4,484	654.85	11,393	\$ 112.13	2.11%	6.85	0.39
602	January	\$ 8,450	\$ 2,040	\$ 6,410	693	45.06	1,019	\$ 9.25	24.14%	15.38	0.68
602	February	\$ 12,583	\$ 1,901	\$ 10,681	650	41.00	926	\$ 16.43	15.11%	15.85	0.70
602	March	\$ 10,967	\$ 717	\$ 10,250	247	32.88	741	\$ 41.50	6.54%	7.51	0.33
Total Route 602		\$ 31,999	\$ 4,658	\$ 27,341	1,590	118.94	2,687	\$ 17.20	14.56%	13.37	0.59
Total Express YTD		\$ 5,677,704	\$ 518,734	\$ 5,158,970	187,160	10,425.92	265,127	\$ 27.56	9.14%	17.95	0.71
Special Events											
682	January	\$ 5,273	\$ 480	\$ 4,793	1,262	36.00	438.00	\$ 3.80	9.09%	35.06	2.88
Total Route 682		\$ 5,273	\$ 480	\$ 4,793	1,262	36.00	438	\$ 3.80	9.09%	35.06	2.88
Total Fixed Route YTD		\$ 5,682,977	\$ 519,214	\$ 5,163,763	188,422	10,462	265,565	\$ 27.41	9.14%	18.01	0.71
Grand Total		\$ 5,682,977	\$ 519,214	\$ 5,163,763	188,422	10,462	265,564.69	\$ 27.41	9.14%	18.01	0.71
Total Monthly Summary											
Route	Month	Operating Cost	Fare Revenue	Subsidy	Total Passengers	Revenue Hours	Revenue Miles	Subsidy Per Passengers	Recovery Ratio	Passenger Per Hour	Passenger Per Mile
Total	January	\$ 569,885	\$ 202,128	\$ 367,756	73,509	2,888.28	72,508	\$ 5.00	35.47%	25.45	1.01
Total	February	\$ 840,241	\$ 190,812	\$ 649,429	68,673	2,593.20	65,518	\$ 9.46	22.71%	26.48	1.05
Total	March	\$ 747,417	\$ 92,076	\$ 655,341	33,014	2,119.29	53,585	\$ 19.85	12.32%	15.58	0.62
Total	April	\$ 761,112	\$ 4,129	\$ 756,983	1,475	465.55	11,883	\$ 513.21	0.54%	3.17	0.12
Total	May	\$ 739,267	\$ 4,289	\$ 734,978	1,412	397.04	10,127	\$ 520.52	0.58%	3.56	0.14
Total	June	\$ 515,488	\$ 4,979	\$ 510,509	1,823	419.20	10,660	\$ 280.04	0.97%	4.35	0.17
Total	July	\$ 544,675	\$ 6,892	\$ 537,783	2,649	461.16	11,726	\$ 203.01	1.27%	5.74	0.23
Total	August	\$ 441,978	\$ 6,529	\$ 435,449	2,596	440.18	11,193	\$ 167.74	1.48%	5.90	0.23
Total	September	\$ 522,914	\$ 7,379	\$ 515,535	3,271	678.02	18,365	\$ 157.61	1.41%	4.82	0.18
2020 Grand Total		\$ 5,682,977	\$ 519,214	\$ 5,163,763	188,422.00	10,461.92	265,564.69	\$ 27.41	9.14%	18.01	0.71
2019 Grand Total		\$ 11,434,205	\$ 2,976,501	\$ 8,457,704	1,106,199	70,215.38	1,504,160	\$ 7.65	26.03%	15.75	0.74



SOUTHWEST TRANSIT

To: SouthWest Transit Commission
From: Len Simich, CEO
Date: October 29, 2020
Subject: Garage Office Expansion Contract Awards

REQUESTED ACTION:

That the Commission authorize its CEO to enter into contracts with the contractors identified below who submitted the low bid in relation to the work each will perform in the construction of the garage office addition. The addition is needed to replace the office space lost with Metropolitan Council purchasing SouthWest Station for the SWLRT expansion into Eden Prairie.

Adjustment to Big-D Construction's Contract for Construction Management

1. **Big-D Construction: Additional Construction Manager Billable Costs for Added Scope – \$12,800.00**

New Change Orders Under \$35k Ready for Commission Review:

1. Bid Package 1E. Glass/Glazing: Northern Glass – \$1,335.00
2. Bid Package 1F. Steel & Gypsum Board Assemblies: RTL Construction – \$19,826.10
3. Bid Package 1H. Plumbing: Peterson Sheet Metal – \$882.00
4. Bid Package 1I. Mechanical: Peterson Sheet Metal – \$9,430.00
5. Bid Package 1J. Electrical: Kloos Electric – \$22,351.11
6. Bid Package 2D. Precast: Taracon Precast – (\$1,285.00)
7. Bid Package 2E. Roofing: Jackson & Assc. – (\$2,080.13)
8. Bid Package 4A. Siding Minnkota Architectural Products – \$14,645.10
9. Bid Package 5D. Joint Sealants – Gage Brothers – \$1,868.00
10. Bid Package 5F. Acoustical Ceiling – Twin City Acoustic – \$1,897.74
11. Bid Package 5G. Flooring – Value Plus Flooring – \$1,029.00
12. Bid Package 5H. Painting – Integrated Painting Solutions – (\$970.00)
13. Bid Package 5I. Toilet & Bath Accessories – Bartley Sales – \$107.52
14. Bid Package 5K. Window Treatments – CE Contract – \$3,100.00
15. Bid Package 5N. Special Coatings – Advantage Coating Inc. – \$4,291.20
16. Bid Package 8B. Building Security – Siemens Industry – \$20,815.00
17. Bid Package 8C. Training Room A/V – AVI Systems – \$1,085.62
18. Bid Package 9A. Signage: Indigo Signworks, Inc. – \$6,421.00
19. **Big-D Construction: Additional Construction Manager Billable Costs for Added Scope – \$12,800.00**

New Change Orders Over \$35k Ready for Commission Review:

1. None

BUDGET IMPACT:

The action requested totals **\$104,749.26**. This amount is in addition to the contracts and change orders equaling \$4,367,050.27 approved by the Commission in May. **Total bids awarded to date and Change Orders equal \$4,471,799.53** of the estimated \$5.5 million previously authorized by the Commission to complete the garage addition/expansion.

The total project budget of \$5.5 million is not impacted by the aforementioned changes. Additions such as furnishings for the new offices, training room, and driver break room; and the for the construction and furnishings of a new fitness area, mechanics rest room and changing area are also included in the budget amount.

BACKGROUND:

In June 2019, the Commission authorized a contract with Big D Construction to provide construction management services in relation to expanding office space and other improvements at the current garage and maintenance facility located in Eden Prairie.

Besides reviewing the design of the proposed expansion, completing a project estimate, schedule and provide construction administration, meet/direct contractor and providing on-site staff during the construction, review pay submittals, monitor safety and RFI's, and manage closeout procedures, Big D's contract called for them to develop bid packages, hold pre-bid meetings and solicit bids and/or quotes.

The bids/quotes identified in this memo represent the low bids/quotes received for each package. For packages that were likely to approach or exceed the statutory sealed-bid threshold, SWT solicited sealed bids. For all other packages, SWT solicited written quotes. The following is a complete listing of bids and quotes by package received to date. The items in blue represent the action taken tonight. Items in black represent items previously acted upon.

Bid Package 1A. Demolition: Ramsey Construction

- Contract = \$89,500.00
- Previously Approved Change Orders = \$45,254.40
- Revised Contract Amount = \$134,754.40

Bid Package 1B. Concrete: Axel Ohman

- Contract \$187,000.00
- Previously Approved Change Orders = \$102,537.75
- Revised Contract Amount = \$289,537.75

Bid Package 1C. Masonry: Axel Ohman

- Contract = \$249,500.00
- Previously Approved Change Orders = \$17,410.25
- Revised Contract Amount = \$266,910.25

Bid Package 1E. Glass/Glazing: Northern Glass

- Contract = \$139,000
- Previously Approved Change Orders = \$33,245.00
- **Requested Change Order Approval = \$1,335.00**
- **Revised Contract Amount = \$173,580.00**

Bid Package 1F. Steel & Gypsum Board Assemblies: RTL Construction

- Contract = \$159,969.00

- Previously Approved Change Orders = \$91,633.47
- **Requested Change Order Approval = \$19,826.10**
- **Revised Contract Amount = \$251,602.47**

Bid Package 1G. Elevators: Thyssen Krupp

- Contract = \$126,500.00
- Previously Approved Change Orders = \$15,490.00
- Revised Contract Amount = \$141,990.00

Bid Package 1H. Plumbing: Peterson Sheet Metal

- Contract = \$291,500.00
- Previously Approved Change Orders = \$431.00
- **Requested Change Order Approval = \$882.00**
- **Revised Contract Amount = \$292,813.00**

Bid Package 1I. Mechanical: Peterson Sheet Metal

- Contract = \$179,500
- Previously Approved Change Orders = \$24,499.00
- **Requested Change Order Approval = \$9,430.00**
- **Revised Contract Amount = \$213,429.00**

Bid Package 1J. Electrical: Kloos Electric

- Contract = \$149,620.00
- Previously Approved Change Orders = \$157,197.90
- **Requested Change Order Approval = \$22,351.11**
- **Revised Contract Amount = \$329,169.01**

Bid Package 2A. Site Demo: Nord Excavating

- Contract = \$11,420.00
- Previously Approved Change Orders = \$0.00
- Revised Contract Amount = \$11,420.00

Bid Package 2B. Earthwork: Nord Excavating

- Contract = \$28,380.00
- Previously Approved Change Orders = \$42,354.75
- Revised Contract Amount = \$70,734.75

Bid Package 2D. Precast: Taracon Precast

- Contract = \$29,380.00
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = (\$1,285.00)**
- **Revised Contract Amount = \$28,095.00**

Bid Package 2E. Roofing: Jackson & Assc.

- Contract = \$94,000.0
- Previously Approved Change Orders = \$13,173.00
- **Requested Change Order Approval = (\$2,080.13)**
- **Revised Contract Amount = \$105,092.87**

Bid Package 2G. Doors-Frames-Hardware: Laforce

- Contract = \$60,621.00
- Previously Approved Change Orders = (\$4,542.75)
- Revised Contract Amount = \$56,078.25

Bid Package 2H. Special Function OH Doors: Overhead Door Company

- Contract = \$50,365.00
- Previously Approved Change Orders = (\$24,194.00)
- Revised Contract Amount = \$26,171.00

Bid Package 2I. Fire Protection: Total Fire Protection

- Contract \$55,000
- Previously Approved Change Orders = \$16,576.78
- Revised Contract Amount = \$71,576.78

Bid Package 3A. Structural Steel & Joist and Deck Supply: Red Cedar Steel Erectors

- Contract = \$58,200.00
- Previously Approved Change Orders = \$26,015.00
- Revised Contract Amount = \$84,215.00

Bid Package 3B. Miscellaneous Steel: Red Cedar Steel Erectors

- Contract = \$120,400.00
- Previously Approved Change Orders = \$978.00
- Revised Contract Amount = \$121,378.00

Bid Package 3C. Structural Steel & Joist and Deck Erect/Install: Red Cedar Steel Erectors

- Contract \$126,450.00
- Previously Approved Change Orders = \$13,420.00
- Revised Contract Amount = \$139,870.00

Bid Package 3D. Miscellaneous Steel and Erect/Install: Red Cedar Steel Erectors

- Contract \$57,890.00
- Previously Approved Change Orders = (\$12,762.50)
- Revised Contract Amount = \$45,127.50

Bid Package 4A. Siding Minnkota Architectural Products

- Contract \$321,943.00
- Previously Approved Change Orders = \$33,043.00
- **Requested Change Order Approval = \$14,645.10**
- **Revised Contract Amount = \$369,631.10**

Bid Package 4B. Fuel Tanks – Pump and Meter Service, Inc.

- Contract = \$103,263.00
- Previously Approved Change Orders = \$8,821.36
- Revised Contract Amount = \$112,084.36

Bid Package 5D. Joint Sealants – Gage Brothers

- Contract = \$11,750.00
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = \$1,868.00**
- **Revised Contract Amount = \$11,750.00**

Bid Package 5E. Tiling – Value Plus Flooring

- Contract = \$53,819.00
- Previously Approved Change Orders = \$0.00
- Requested Change Order Approval = \$0.00
- Revised Contract Amount = \$53,819.00

Bid Package 5F. Acoustical Ceiling – Twin City Acoustic

- Contract = \$17,250.00
- Previously Approved Change Orders = \$7,246.00
- **Requested Change Order Approval = \$1,897.74**
- **Revised Contract Amount = \$26,393.74**

Bid Package 5G. Flooring – Value Plus Flooring

- Contract = \$22,176.00
- Previously Approved Change Orders = \$100.00
- **Requested Change Order Approval = \$1,029.00**
- **Revised Contract Amount = \$23,305.00**

Bid Package 5H. Painting – Integrated Painting Solutions

- Contract = \$18,055.21
- Previously Approved Change Orders = \$14,550.00
- **Requested Change Order Approval = (\$970.00)**
- **Revised Contract Amount = \$31,635.21**

Bid Package 5I. Toilet & Bath Accessories – Bartley Sales

- Contract = \$4,925.00
- Previously Approved Change Orders = \$12,226.72
- **Requested Change Order Approval = \$107.52**
- **Revised Contract Amount = \$17,259.24**

Bid Package 5K. Window Treatments – CE Contract

- Contract \$3,950.00
- Previously Approved Change Orders = (\$2,080.00)
- **Requested Change Order Approval = \$3,100.00**
- **Revised Contract Amount = \$5,088.50**

Bid Package 5L. Countertops – Leons Countertops – \$2,610

- Contract = \$2,610.00
- Previously Approved Change Orders = \$0.00
- **Revised Contract Amount = \$2,610.00**

Bid Package 5M. Site Concrete – North Country Concrete

- Contract = \$13,650.00
- Previously Approved Change Orders = \$3,800.00
- **Revised Contract Amount = \$17,450.00**

Bid Package 5N. Special Coatings – Advantage Coating Inc.

- Contract = \$244,065.00
- Previously Approved Change Orders = \$132,307.00
- **Requested Change Order Approval = \$4,291.20**
- **Revised Contract Amount = \$380,663.20**

Bid Package 6A. Waterproofing – Kramer Davis, Inc.

- Contract = \$5,900.00
- Previously Approved Change Orders = \$0.00
- **Revised Contract Amount = \$5,900.00**

Bid Package 8A. Helical Foundation Anchors – Deep Foundation Group

- Contract = \$29,500.00
- Previously Approved Change Orders = \$8,240.00
- **Revised Contract Amount = \$38,772.50**

Bid Package 8B. Building Security – Siemens Industry

- Contract = \$52,670.00
- Previously Approved Change Orders = \$57,974.99
- **Requested Change Order Approval = \$20,815.00**
- **Revised Contract Amount = \$131,459.99**

Bid Package 8C. Training Room A/V – AVI Systems

- Contract = \$83,391.11
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = \$1,085.62**
- **Revised Contract Amount = \$84,476.73**

Bid Package 9A. Signage: Indigo Signworks, Inc.

- Contract = \$9,570.00
- Previously Approved Change Orders = \$0.00
- **Requested Change Order Approval = \$6,421.00**
- **Revised Contract Amount = \$15,991.00**

Note – Previous action by the Commission authorized its CEO to approve any change orders and/or subcontracts which do not exceed \$35,000, as long as the change order or subcontract work does not change the original intent of the project, or exceed the total amount set aside in the contingency budget (\$400,000). All change orders will continue to appear on the payment application of the contractor approved by the Commission at its monthly meeting.

Also note that a contingency budget of 10% or \$400,000 was also established for the project. The contingency budget is an internal budget account for SouthWest Transit and not included in any of the subcontracts.

It should be noted that it is likely that these will be the final substantial change orders related to the project. SouthWest staff, the architects from Hay-Dobbs, and contract management staff from Big D will be closing all remaining work/contracts prior to the December Commission meeting. Unless something unforeseen occurs, it appears the total cost of the project will come in around \$5.1 to \$5.2 million dollars. This amount is under the estimated budget of \$5.5 million projected at the beginning of the project.

RECOMMENDATION:

That the Commission authorize its CEO to enter into contracts with the contractors identified in this memo who submitted the low bid/quote in relation to the work each will perform in the construction of the garage office addition.

New Business



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Jason Kirsch, IT Manager

DATE: October 7, 2020

SUBJECT: Information Technology Managed Service Provider

REQUESTED ACTION:

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with RSM LLC in the amount not to exceed \$18,816 with a 5% increase annually for SWT's Managed IT Services for a contract period of 3 years.

BUDGET IMPACT:

Currently, SWT is paying \$45,102 annually. The recommended proposer would decrease the annual amount for comparable services. This amount is budgeted for in the 2021 budget and will be in ongoing years during the term of the contract.

BACKGROUND:

Today, SWT contracts with Techstar Solutions for these services that includes help desk and network support monitoring 365 days per year. Techstar, the incumbent, has served SWT since 2016. Due to the term of the existing contract ending on December 31, 2020 a Request for Quotes was released with a scope of work that was similar to what is being provided today. Six potential vendors responded to the RFQ. Below are the firms and their associated costs:

<i>Proposer</i>	<i>Startup Costs</i>	<i>Annual Costs</i>
<i>Corporate Technologies</i>	\$ 4,815.00	\$ 57,780.00
<i>Atomic Data</i>	? 3,500 – 7,000	\$ 48,312.00
<i>TechStar Solutions</i>	Current Provider	\$ 39,432.00
<i>CIT - Computer Integration Technologies</i>	\$ 1,150.00	\$ 28,500.00
<i>RSM</i>	\$ 4,800.00	\$ 18,816.00
<i>Catalyst Consulting</i>	*	*

* Did not provide

Catalyst Consulting's quote did not include a base price for services, but instead offered per hour rate for all services.

RSM is a Global IT provider with offices in Minneapolis. SWT has a long working relationship with RSM. Most recently, RSM installed and configured SWT's new server and backup systems. RSM currently provides SWT with its anti-virus solutions as well. RSM's primary function will be to monitor our systems for stability, ensure security patches are tested and promptly installed and support SWT's IT staff with Tier 2 and 3 support.

SWT staff is confident that RSM can provide us with the support we need for our managed IT services.

RECOMMENDATION:

That the SWT Commission authorizes its Chief Executive Officer to execute an agreement with RSM LLC in the amount not to exceed \$18,816 with a 5% increase annually for SWT's Managed IT Services for a contract period of 3 years.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Director of Facilities and Vehicle Maintenance
Dave Jacobson, COO

DATE: October 12, 2020

SUBJECT: Percent of Annual Fuel to Lock

REQUESTED ACTION:

That the SouthWest Transit (SWT) Commission Authorize its Chief Executive Officer to:

1. Join the Minnesota State's Department of Administration's (DOA) annual fuel consortium; and
2. Lock 2021 diesel fuel at 35 percent of the budget diesel fuel and,
3. Lock 2021 gasoline at 40 percent of budget.

BUDGET IMPACT:

SWT is projected to consume 149,572 gallons of diesel and 37,825 gallons of gasoline for the 2021 fuel cycle (February 2021 through January 2022). By locking 35 percent of Diesel gallons (52,350) and 40 percent of gasoline gallons (15,600) at a fixed rate, yet to be determined by the DOA, helps control potential fuel cost spikes into the future. The 2021 SWT budget for diesel fuel is \$2.45 per gallon. This will be our first year of locking in the purchase of gasoline. SouthWest Transit has budgeted \$2.50 per gallon of gasoline for 2021.

BACKGROUND:

This process of joining the DOA's fuel consortium has been part of the SWT fuel procurement process for several years. The consortium is made up of other public entities such as cities, counties, school districts and joint power organizations such as SWT. The purpose of the consortium is to be able to purchase diesel and gasoline in bulk getting a lower rate versus purchasing these fuels as a single entity.

Last year SWT locked in diesel fuel at \$2.45 per gallon. The unfortunate aspect of this process is that SWT will submit the budget before DOA comes back with the fixed rate. All other diesel and gasoline will be purchased through the DOA on the "spot" which means whatever the daily price of diesel or gasoline is.

With these two prices SWT ends up paying a "blended" rate that combines the two costs fixed and spot for diesel and gasoline to get an average price for each fuel type.

RECOMMENDATION:

That the SouthWest Transit (SWT) Commission Authorize its Chief Executive Officer to:

1. Join the Minnesota State's Department of Administration's (DOA) annual fuel consortium; and
2. Lock 2021 Diesel fuel at 35 percent of budgeted diesel fuel and,
3. Lock 2021 gasoline at 40 percent of budget.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Director of Facilities and Vehicle Maintenance

DATE: October 15, 2020

SUBJECT: Manufacturing of 15 MCI driver safety barriers

REQUESTED ACTION:

That the SWT Commission authorize its CEO to enter into an agreement with Visual Impact of Minneapolis MN for the manufacturing of 15 polycarbonate drivers safety barriers to be installed on fixed route revenue coach buses at a cost not to exceed \$36,000.00.

BUDGET IMPACT:

The cost of this pandemic improvement will come from the SWT capital cost of operating fund.

BACKGROUND:

As part of the COVID-19 response plan SWT developed, we are continuously seeking ways to ensure our drivers and customers remain as safe as possible while operating and riding on SWT buses. Given the seriousness of the pandemic, SWT wanted to provide our drivers with a layer of safety immediately following the outbreak of the virus.

We installed a temporary sliding style shower curtain. These barriers are better than nothing but fall short of providing the drivers with full protection. SWT staff has spent the last couple of months scouring the market for a viable, affordable, and safe option for our drivers. To ensure the product was of a quality build and provided the options, warranty, and future parts availability that SWT needed, staff wrote and released a scope of work for an RFP. The RFP was for 15 MCI polycarbonate impact resistant locking safety barriers. These barriers would provide the driver with a full range of motion, full vision of customers and mirrors and full access to the farebox. The barrier would be shut and remain shut for the full duration of the route ensuring driver safety.

SWT released the RFP to over 25 companies both local and national. We received a proposal from four companies: three local and one national.

Companies who returned RFP's

Crown Plastics	\$61,877.00
Laird Plastics	\$32,375.00
NFI parts	\$118,015.81
Visual Impact	\$36,000.00

RECOMMENDATION:

That the SWT Commission authorize its CEO to enter into an agreement with Visual Impact of Minneapolis MN for the manufacturing of 15 polycarbonate drivers safety barriers to be installed on fixed route revenue coach buses at a cost not to exceed \$36,000.00.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Tony Kuykendall, Director of Facilities and Vehicle Maintenance

DATE: October 13th, 2020

SUBJECT: Installation of Bipolar Ionization air purification systems on 15 MCI buses.

REQUESTED ACTION:

That the South West Transit Commission authorize its Chief Executive Officer to execute an agreement with UHL Company in an amount not to exceed \$16,500.00 for the installation of Bipolar Ionization air purification systems in 15 MCI route buses.

BUDGET IMPACT:

This expense would come from the capital cost of operating budget, however if additional Covid 19 funds become available this project may be available for reimbursement.

BACKGROUND:

Bipolar Ionization (BPI) is a gas phase indoor air purification technology. It works by adding a controlled amount of both positive and negative air ions to the supply air of the air handling system. The negative ions contain an extra electron while the positive ions are missing an electron resulting in an unstable condition.

Benefits of this system particle reduction: Up to 95% of Ultrafine Particulate is Reduced VOC Reduction (Odor Control Solution); Up to 90% of VOCs are oxidized (broken down) to simple, harmless elements. Mold, Bacteria, Viruses Reduction: Reproductive cycle is interrupted with this technology and colony forming units are reduced.

We are currently using the highest quality air filters available for our MCI coaches, however these filters by them selves are not effective enough at removing airborne virus, bacteria, or odors. These high-quality filters when used in conjunction with the Bipolar Ionization air purification system would greatly improve safety and air quality to our driver and our passengers.

SouthWest Transit invited two mechanical contractors to quote the project of installing a Bipolar Ionization system into 15 MCI buses.

Contractor

UHL	\$16,500.00
MMC	\$21,988.00

RECOMMENDATION:

That the South West Transit Commission authorize its Chief Executive Officer to execute an agreement with UHL Company in an amount not to exceed \$16,500.00 for the installation of Bipolar Ionization air purification systems in 15 MCI route buses.



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit Commission

FROM: Len Simich, Gary Groen & Souriyong Souriya

DATE: October 20, 2020

SUBJECT: Amended 2020 General Fund Revenue and Expenditure Budgets

REQUESTED ACTION:

No action is required at this time. The Personnel and Finance Committee will review the proposed 2020 budget amendments and recommend action to the Commission at its December 2020 meeting.

BUDGET IMPACT:

The 2020 General Fund revenue and expenditure budget was approved in December 2019. The proposed revenue budget totaled \$12,337,600 and the expenditure budget totaled \$13,035,850.

BACKGROUND:

The major assumptions for General Fund revenue and expenditure budget included projections for maintaining current service levels, new service plans, ridership revenue, and Motor Vehicle sales tax revenue. SWT finance department has documented the changes in plans and estimates during the current year. The 2020 revenue and expenditure budget adjustments are a result of the COVID 19 pandemic which reduced the ridership to approximately 5% of pre-COVID 19 ridership. SWT reduced its service levels to offset the loss of ridership and passenger revenue. In July 2020, the Federal Government approved the Cares Act which helped finance the cost of operations beginning in January 2020.

The 2020 amended budget was increased by \$296,875, increasing the total revenue budget to \$12,634,475. The 2020 amended budget has been increased to include \$2,525,156 for the Cares Act reimbursement. This revenue increase for the Cares Act offset the \$2,389,433 reduction in passenger fare revenue.

NTD revenue totaling \$642,087 was included in the General Fund revenue as the COVID 19 pandemic allowed the use of NTD funding for operations.

The Motor Vehicle Sales Tax (MVST) and Region Allocated Motor Vehicle Sales Tax (RAMVST) were originally estimated at 95% of the Minnesota Revenue Department estimate in accordance with the suggested guidelines of the Metropolitan Council. The actual MVST and RAMVST received through June suggest the revenue will be less than the original estimates. Accordingly, the MVST and RAMVST budget for 2020 is reduced by \$322,165.

The original 2020 budget projected the expenditures totaling \$13,035,850. The reductions in service levels due to the pandemic reduced the anticipated expenditures in 2020 by \$2,845,113.

With the 2020 budget revisions included in the proposed amendment it is anticipated the revenue will exceed the expenditures by \$2,443,738 and the fund balance will increase temporarily. A substantial portion of this fund balance increase will be used in 2021 budget to finance the operating expenditures.

RECOMMENDATION:

No action is required at this time.



2021 PROPOSED BUDGET ASSUMPTIONS – OCTOBER 2020

GENERAL FUND

General Fund – The General Fund is the general operating fund of SWT. It is used to account for all financial resources and transit expenditures except those required to be accounted for in another fund. The General Fund revenue budget consists primarily of the motor vehicle sales tax revenues and passenger fares. The General Fund expenditure budget includes the transit administration, operations and vehicle and facility maintenance activities. The General Fund revenue budget totals \$8,470,500 and the expenditure budget totals \$10,069,422. The expenditures exceed the revenue budget by \$1,598,922 and reduce the fund balance to 51.9% of the 2021 expenditures budget.

SWT reduced its 2020 operations in response to the COVID 19 pandemic starting in March, 2020. The amended 2020 General Fund operating budget reflects the dramatic decrease in ridership and the corresponding decrease in operating expenditures. The Cares Act reimbursement totaling \$2.5M from the Federal Government provided much needed assistance to support the operations in 2020. The 2021 General Fund budget anticipates the current ridership levels and operations will continue into the year before ridership and service levels begin to increase once again. Therefore the 2021 service levels reflected in the proposed budget are smaller than the original adopted budget and service levels

Fund Balance Reserves – In 2016, the Commission passed a General Fund Balance policy to maintain a fund balance of 25% to 35% of the current year’s budgeted expenditures, consistent with policies established by the MC. The 2021 Proposed General Fund budget exceeds this fund balance reserve requirement (51.9%). It is expected the fund balance will continue to decrease until such time as ridership and service return to pre-COVID 19 levels.

General Fund Revenue

The 2021 General Fund revenue budget totals \$8,470,500. Southwest Transit prepared its General Fund budget using the following revenue assumptions:

- The Motor Vehicle Sales Tax Revenue (MVST) and Regional Allocated Motor Vehicle Sales Tax Revenue (RAMVST) is based on the Minnesota Department of Revenue projection of the sales tax to be collected for public transportation services in accordance with Minnesota Statutes. The 2021 MVST and RAMVST revenue forecast is based on the State’s most recent revenue forecast which is projecting a 17% decrease from 2020. The 2021 allocation of the MVST and RAMVST between the Metropolitan Council and the Suburban Transit Providers will remain the same as 2020.

- The combined MVST and RAMVST totaling \$6,884,000 included in the 2020 revenue budget is based on 95% of the State's most recent revenue projection. The 95% revenue factoring is consistent with the policy and recommendation of the Metropolitan Council. The 2020 MVST and RAMVST received through June 2020 totals \$3,940,730 or 45.3% of the current year amended revenue estimate. While sales tax collections have remained strong throughout 2020 both COVID 19 and the overall economy may affect future sales tax collections. The 2021 MVST and RAMVST revenue budget represents a 21% decrease from 2020.
- The MVST and RAMVST account for nearly 81% of the revenue necessary to finance the anticipated operations of SWT in 2021.
- Passenger fares are estimated at \$373,400 or 4.4% of total budgeted revenues. The 2021 estimate is 5% of the pre-COVID 19 ridership level and is based on the ridership information from April through September 2020. It is expected the current ridership levels will continue well into 2021. This estimate is substantially less than the original 2020 passenger fare revenue budget of \$3,035,600.
- Pass through expenditures are financed from grant reimbursements. 2021 grant reimbursements are expected from the CMAQ grant financing the Carver and 494 contract service (\$283,000) and 5307 NTD (\$682,000). SWT's 20% share of the CMAQ grant and the 494 corridor service is included in the operations expenditure budget.
- Other miscellaneous total \$195,500 and include advertising revenues primarily from bus wrap advertising.

General Fund Expenditures

Overall Expenditures

Staffing

The overall staffing for SWT was decreased during 2020 in response to the COVID 19 pandemic. These reductions are reflected in the proposed amendments to the 2020 budget. These staff reductions will continue into 2021 and are reflected in the proposed expenditure budget. The 2021 budgeted salaries have been increased by 3% and health insurance benefits are increased by 9% based on information received to date. The 2021 budget also includes the reassignment of current staff within the various departments.

Casualty, Liability and Workers Compensation Insurance

The insurance included in the 2020 amended budget were increased to reflect the increased premium cost. SWT met with its agent October 2020 to review the insurance coverage and premiums for 2021. The total premium is estimated at \$455,000 which is approximately 5% more than the 2020 premium costs. The premium is allocated to the various departments within the General Fund budget.

Capital Cost of Operating

These costs are best described as major capital expenditures for equipment and facility maintenance, repair and replacement that do not occur on an annual basis. The more significant items include technology upgrades, preventative maintenance assessments and additional vehicles and equipment.

Financing required for the capital cost of operations that exceed those funds available in the General Fund may be financed from funds in the Capital and Equipment Fund, Capital Cost Reserve, Development Fund or Federal Transportation funding (NTD) available thru the MC. The complete list of capital items scheduled for 2021 includes those items that will be financed by SWT sources and totals \$149,500. NTD funding is anticipated to finance an additional \$682,000 of SWT capital and debt service costs. Items originally scheduled for repair or replacement in 2020 that are deferred to a future date total \$170,000 and will be financed by monies set aside in a separate capital projects fund.

Administration

The Administration Department provides the management and support systems for the Agency. The Department includes the activities of the Commission, Administration, Financial and Budget Services, Payroll, Personnel, Risk Management and IT Services not charged to other departments. The administrative staff includes the CEO, HR Administration and Payroll, Marketing and Customer Service Representatives and the Finance Department.

The 2021 administrative staff includes 5.00 Full-time Equivalents (FTE's), a net decrease of 3 position from the 2020 adopted budget. This staff reduction is in response to the service level reductions caused by the pandemic. The 2021 proposed administrative budget totals \$1,221,026, a decrease \$59,074 or 4.6% from the 2020 administrative amended budget total of \$1,280,100.

Operations

The 2020 amended budget totals \$4,575,000 and the 2021 proposed budget totals \$4,880,740, an increase of \$305,740 or an increase of 6.7% from the 2020 amended budget. The 2021 budget reflects the reduced service levels since the onset of the COVID 19 pandemic. It is expected the current service levels will continue until ridership levels begin to increase and the demand for additional service returns. Current service levels will continue through March 2021 before service levels will be reevaluated.

Included in the operations budget for 2021 is the cost of 494 corridor expansion. This cost includes the addition of several Prime vehicles (100% share is funded by federal and Metropolitan Council resources) and the related contractual and operating cost (SWT share is 20%) of the new services.

If there is any additional revenue available (MVST, RAMVST or State Appropriation) or increased demand for services returns, SWT will use the revenue to continue to restore service reductions of prior years.

Fuel Cost - The 2021 diesel fuel cost estimate is \$369,400. The cost per gallon is estimated at \$2.45 for 2021. The diesel fuel cost has fluctuated since 2016 and actual cost per gallon in 2020 has fluctuated but has averaged \$2.24 in 2020 year-to-date.

The gas budget has also decreased to \$94,600 and is based on current service levels. As the Prime service has increased the vehicles replaced and added to the SWT fleet are gas vehicles rather than diesel vehicles which are more fuel efficient. The fuel and gas cost estimates of \$2.75 per gallon are based on the 2020 estimated service miles driven plus the new service expected to be added in 2021.

Contracted Purchased Services – The 2021 operating budget for contracted services has decreased to \$2,989,250 and remains at nearly the same level as the 2020 amended budget. The 2021 contracted service total also includes the 20% share of the new 494 corridor service.

Other-The operations staffing remains the same at 5.50 FTE. The 2020 adopted budget included 7.50 FTE and was reduced by 2.0 FTE due to the covid pandemic.

Vehicle Maintenance

The Vehicle Maintenance budget for 2021 is \$1,721,056 compared to the 2020 amended budget of \$1,730,800, a decrease of 0.6%. The vehicle maintenance staff was reduced due to the reduced service levels and it is not expected to increase in 2021. The 2020 adopted budget included 12.50 FTE and its reduced to 11.00 FTE in the proposed 2021 budget.

Facilities

The Facility Maintenance budget for 2021 is \$1,415,100 compared to an amended 2020 budget totaling \$1,325,150, an increase of 6.8%. The 2020 adopted budget included 9.0 FTE and its reduced to 8.0 FTE in the proposed 2021 budget due to covid pandemic.

DEBT SERVICE FUNDS

Debt Service Funds - The debt service funds are used to accumulate the resources for, and the payment of the general long-term debt principal, interest and related costs. The SWT debt includes just one bond issue. The Commission approved the transfer of funds from the SW Development fund sufficient to finance all debt service principal and interest payments for the life of the bond issue.

CAPITAL PROJECTS FUNDS

Capital Project Funds – The only capital projects activities of SWT are accounted for in the Capital and Equipment, Relocation Capital Fund (related to the SWLRT agreement), and Development Funds which are used to account for the accumulation of resources to be used for acquisition, construction and maintenance of SWT property, plant and equipment. The Commission has established Capital Projects Funds to finance the future repair and maintenance costs to assure the SWT assets are maintained in a state of good repair.

SOUTHWEST TRANSIT
2020 AMENDED BUDGET AND
2021 PROPOSED BUDGET

General Fund Summary of Revenues and Expenditures

	Actual 2019	2020 Adopted Budget	Amendments	2020 Amended Budget	YTD June 2020	2021 Proposed Budget	Percent Change to Proposed 2021	Percent Change to Proposed 2021
REVENUES								
Intergovernmental revenue								
Motor Vehicle Excise Tax (MVST)	\$ 7,569,170	\$ 7,606,000	\$ (283,286)	\$ 7,322,714	\$ 3,329,185	\$ 5,859,000	-23.0%	-20.0%
RAMVST	1,411,843	1,406,000	(38,879)	1,367,121	621,545	1,025,000	-27.1%	-25.0%
State Appropriations GF	141,617	-	-	-	-	-	0.0%	0.0%
CMAQ Grant	46,350	-	1,730	1,730	1,730	283,000	0.0%	16258.4%
CARES ACTS 5307	-	-	2,525,156	2,525,156	-	-	0.0%	-100.0%
5307 NTD Funding	-	-	642,087	642,087	-	682,000	0.0%	6.2%
Passenger fares	2,977,194	3,035,600	(2,389,433)	646,167	574,700	373,400	-87.7%	-42.2%
Miscellaneous revenue								
Contracted Revenue	75,112	70,000	(45,000)	25,000	16,577	33,600	-52.0%	34.4%
Advertising and concessions	267,587	165,000	(79,500)	85,500	46,785	195,500	18.5%	128.7%
Interest on investments	71,129	10,000	-	10,000	11,267	10,000	0.0%	0.0%
Miscellaneous other	132,282	45,000	(36,000)	9,000	5,247	9,000	-80.0%	0.0%
Total revenues	12,692,284	12,337,600	296,875	12,634,475	4,607,037	8,470,500	-31.3%	-33.0%
EXPENDITURES								
Administration	1,436,837	1,470,800	(190,700)	1,280,100	619,621	1,221,026	-17.0%	-4.6%
Operations	6,791,240	7,427,300	(2,852,300)	4,575,000	2,436,575	4,880,740	-34.3%	6.7%
Vehicle maintenance	2,033,522	2,189,000	(458,200)	1,730,800	822,983	1,721,056	-21.4%	-0.6%
Facility maintenance	1,225,179	1,402,150	(77,000)	1,325,150	644,849	1,415,100	0.9%	6.8%
Related capital cost of operations	723,000	546,600	91,000	637,600	144,519	149,500	-72.6%	-76.6%
5307 NTD Funding	-	-	642,087	642,087	-	682,000	0.0%	6.2%
Total expenditures	12,209,778	13,035,850	(2,845,113)	10,190,737	4,668,548	10,069,422	-22.8%	-1.2%
Revenues Over/(Under) Expenditures	482,506	(698,250)	3,141,988	2,443,738	(61,511)	(1,598,922)		
Other Financing Sources (Uses)								
Insurance Recoveries	60,593	-	-	-	-	-		
Transfer In/(Out)	(455,690)	-	-	-	-	-		
Total Other Financing Sources (Uses)	(395,097)	-	-	-	-	-		
Net change in fund balance	87,409	(698,250)	-	2,443,738	-	(1,598,922)		
Fund Balance - January 1	4,290,610	4,378,020	-	4,378,020	-	6,821,758		
Estimated Fund Balance - December 31	\$ 4,378,020	\$ 3,679,770	\$ -	\$ 6,821,758	\$ -	\$ 5,222,836		
<i>Fund Balance as a % of 2020 Adopted Budget</i>		28.2%		52.3%				
<i>Fund Balance as a % of Estimated 2021 Budget</i>						51.9%		



SOUTHWEST TRANSIT

MEMORANDUM

TO: SouthWest Transit (SWT) Commission

FROM: Matt Fyten, Operations Director
Adam Hegeholz, HR Manager

DATE: October 20, 2020

SUBJECT: SWT Public Transportation Agency Safety Plan & Employee Safety Reporting Program

REQUESTED ACTION:

That the SouthWest Transit Commission adopt Resolution #20-04 approving SouthWest Transit's Public Transportation Agency Safety Plan and Employee Safety Reporting Program.

BUDGET IMPACT:

None.

BACKGROUND:

On July 19, 2020 the Federal Transit Administration (FTA) released the Public Transportation Agency Safety Plan (PTASP) Final Rule, which is intended to improve public transportation safety by guiding transit agencies to more effectively and proactively manage safety risks in their systems through the implementation of Safety Management Systems (SMS), which help in measuring and managing safety performance more precisely.

Attached is SWT's PTASP Final Draft for the Commission's review. SWT is fortunate in that for years it has followed its award-winning Emergency Preparedness Plan (EPP), which already incorporated many of the elements the FTA is requiring as part of the PTASP.

As part of its PTASP requirements, SWT is establishing its Employee Safety Reporting Program (ESRP) – also attached to this document. The ESRP improves upon safety reporting processes already in place through the SWT EPP by offering new avenues by which employees can report safety issues while maintaining anonymity if so desired.

The SWT Safety Committee, comprised of both SWT and First Transit management, will meet bi-monthly to discuss and address all safety issues identified throughout the agency via monthly driver safety meetings, monthly facility safety inspections, monthly facilities and maintenance safety meetings, operational observations logged in the agency Safety Risk Register, and the ESRP.

The PTASP is a living document that will be updated as needed in order to assure SWT is meeting its agency safety performance goals, as well as ensure it continues to meet FTA PTASP requirements.

RECOMMENDATION:

That the SouthWest Transit Commission adopt Resolution #20-04 approving SouthWest Transit's Public Transportation Agency Safety Plan and Employee Safety Reporting Program.



EMPLOYEE SAFETY REPORTING PROGRAM

SouthWest Transit encourages employees and contractors who identify safety concerns in their day-to-day duties to report them to senior management in good faith without fear of retribution. There are many ways employees can report safety conditions:

- Report conditions directly to the dispatcher, who will add them to the daily Operations Log-Safety Risk Register.
- Report conditions anonymously via the Safety Suggestion or Report of Hazard Form and locked comment box in the driver mailbox area.
- Report conditions to safety@swtransit.org
- Report conditions using their name or anonymously at www.swtransit.org/safety
- Report conditions directly to any supervisor or manager.

Examples of information typically reported include:

- Safety concerns in the operating environment (for example, conditions in facilities or vehicles)
- Policies and procedures that are not working as intended (for example, insufficient time to complete pre-trip inspection)
- Events that senior managers might not otherwise know about (for example, near misses)
- Information about why a safety event occurred.

The Chief Safety Officer will routinely review the dispatch daily Operations Log, check the comment box and dedicated email address, and document identified safety conditions in the Safety Risk Register. SouthWest Transit's Chief Safety Officer, supported by the Safety and Security Committee, will review and address each employee report, ensuring that hazards and their consequences are appropriately identified and resolved through the SWT Safety Risk Management (SRM) process and that reported deficiencies and non-compliance with rules or procedures are managed through the SWT Safety Assurance process.

The Chief Safety Officer discusses actions taken to address reported safety conditions during the Monthly Safety Meetings. Additionally, if the reporting employee provided his or her name during the reporting process, the Chief Safety Officer or designee follows up directly with the employee when SWT determines whether or not to take action and/or after any mitigations are implemented.

SWT encourages participation in the ESRP by protecting employees that report safety conditions in good faith. However, SWT may take disciplinary action if the report involves any of the following:

- Willful participation in illegal activity, such as assault or theft;
- Gross negligence, such as knowingly utilizing heavy equipment for purposes other than intended such that people or property are put at risk; or
- Deliberate or willful disregard of regulations or procedures, such as reporting to work under the influence of controlled substances.



**SOUTHWEST TRANSIT COMMISSION
RESOLUTION #20-09**

SouthWest Transit Public Transportation Agency Safety Plan & Employee Safety Reporting Program

WHEREAS, SouthWest Transit (SWT) operates as a Joint Powers entity established by the Cities of Eden Prairie, Chaska and Chanhassen to provide transit services under the laws of the State of Minnesota including Minnesota Statute Sections 473.384, 473.388 and Statute 471.59; and

WHEREAS, the Federal Transit Administration (FTA) Public Transportation Agency Safety Plan (PTASP) Final Rule requires SWT to complete a PTASP;

WHEREAS, the SWT PTASP will assist in helping the agency better manage safety risks through the implementation of Safety Management Systems (SMS);

WHEREAS, the Employee Safety Reporting Program (ESRP) improves SWT's safety reporting process;

WHEREAS, the SWT PTASP and ESRP will be updated as needed to ensure SWT is meeting safety performance goals, as well as ensure it meets FTA PTASP requirements.

NOW THEREFORE, BE IT RESOLVED that the Commission hereby approves the SouthWest Transit Public Transportation Agency Safety Plan & Employee Safety Reporting Program.

ADOPTED by the Commission of SouthWest Transit on October 29, 2020

Brad Aho, Chairperson

ATTEST:

Len Simich, Chief Executive Officer

Updates

Operations, Planning, IT, Marketing, Vehicle Maintenance and Facility Maintenance, October 2020

Ridership levels continue to be depressed during the pandemic. Fixed route ridership has seen slight increases since September but remains well below pre-pandemic levels. SW Prime ridership is faring slightly better as it continues to slowly grow ridership back, which is now at a level about 50% of what it was pre-pandemic.

494 Service Delay – The start of the planned 494 service to the Mall of America/Airport unfortunately has to be pushed to a later date as the Met Council informed us that our application to the FTA has to be modified in order to operate the service in the limited fashion we were planning during the pandemic. Even though the dollars are available to spend on the service, the Met Council has stated they will not reimburse us for any grant expenses until the FTA application goes through the amendment process. Staff is waiting on a timeline from the Met Council on how long that process will take. Once the timeline I know staff will have a better idea of when the service can hit the road.

Staff is doing the final testing this week on the **Annunciator** system which will automatically announce stops on the express routes. The system will be fully operational by the end of the month.

A **Temperature Scanning Kiosk** will be installed at the Eden Prairie Garage Main Entrance. This device will scan all staff and visitors for a fever and will allow access after a good reading to enter the building.

Bountiful Basket distributions hit an all-time high record for 16 deliveries on October 20, 2020. **Prop** distributions remained constant around 5 per delivery day.

Prime MD Vehicle Expansion – In 2019 SWT was awarded an FTA Access and Mobility grant to provide expansion vehicles to the Prime MD service. Staff has been working with the Met Council on using the grant dollars to procure the vehicles. While the dollars were approved in the Met Council's Capital Amendment in September, the Council is requiring SWT to purchase vehicles off the State Contract. Unfortunately, the smaller transit vehicles we are seeking for the project are not currently on the State contract and likely will not be added until early 2021. It is anticipated that the vehicles will not arrive until Q2 or Q3 of 2021.

Staff continues to pursue **autonomous vehicle** technologies to be demonstrated in the SWT service area. Staff has been working with MnDOT and a consultant from the Plum Catalyst on putting together an application for an autonomous vehicle to be tested as part of the SW Prime service. A previous application that was submitted for the same project earlier this year was not awarded by MnDOT, but we did receive positive feedback in that if we apply for an upcoming MnDOT Connected Autonomous Vehicle (CAV) Challenge grant that our project would be highly competitive. The application for the CAV Challenge grant will be submitted by the end of the year.